

Windows 10 Keyboard Shortcuts: Ultimate Guide

General Keyboard Shortcuts

Shortcut	Action
Ctrl + C	To Copy the selected text, image, or other items
Ctrl + V	To Paste the copied text, image, or other items
Ctrl + X	To move/cut the selected text, image, or other items
Ctrl + Z	To perform the undo action
Alt + Tab	Toggle between running apps
Windows Icon+ L	To lock your system
Windows Icon+ D	To display or hide the desktop
Alt + F4	Close the current window of any application or folder
F2	To rename the currently selected item
F3	Perform a search in the File Explorer for a file or folder
F4	Display the address bar list in File Explorer.
F5	Perform a refresh in the active window
F10	Activate the menu bar
Alt + F8	Display your password on the sign-in screen
Alt + Enter	Full-screen mode
Ctrl + F4	Close the active document
Ctrl + A	Select all item in a folder or whole text in a document
Ctrl + D	To delete the selected item and transfer it into recycle bin
Ctrl + R	To refresh the currently active window
Ctrl + Y	To redo an action

Ctrl + Right arrow	Move the cursor to the starting of the next word
Ctrl + Left arrow	Move the cursor to the starting of the previous word
Ctrl + Down arrow	Move the cursor to the starting of the next paragraph.
Ctrl + Up arrow	Move the cursor to the starting of the previous paragraph.
Ctrl + esc	Open the Start Menu
Ctrl + Shift + esc	Open the task manager
Shift + any arrow key	Select more than one item in a folder or on the desktop, or select text in a document.
Shift + Delete	Permanently delete an item
Windows icon + PrtScn	Take a screenshot of the whole screen

File Explorer Keyboard Shortcuts

Shortcut	Action
Alt + D	Select the address bar (also works in browser)
Ctrl + E	Select the search box
Ctrl + F	Select the search bar
Ctrl + N	Open a duplicate window of the currently active window
Ctrl + W	Close the current folder or explorer window
Ctrl + mouse scroll wheel	Resize Folders or files icon
Ctrl + Shift + E	Display all folders above the current folder on the left panel
Ctrl + Shift + N	Create a new folder
Num Lock + *	Show the subfolders under the selected folder in the left panel
Alt + P	Display the preview panel.

Alt + Enter	Open Properties of the selected folder, image or document
End	Reach to the bottom of the current window
Home	Reach to the top of the current window
F11	Enter fullscreen mode

Virtual Desktops Keyboard Shortcuts

Shortcut	Action
Windows Key + Ctrl + D	Snap current window to the left side of the screen.
Windows Key + Right	Snap current window on the right side of the screen.
Windows Key + Up	Snap the current window to the top of the screen.
Windows Key + Down	Snap current window to the bottom of the screen
Windows Key + Tab	Open Task view

Command Prompt Keyboard Shortcuts

Shortcut	Action
Ctrl + V or Shift + Insert	Paste the selected text
Ctrl + C or Ctrl + Insert	Copies the selected text to the clipboard
Ctrl + A	Select all text in the current line if the line contains the text. If it's an empty line, select all text in the Command Prompt
Shift + Left / Right / Up / Down	Moves the cursor left a character, right a character, up a line, or down a line, selecting the text along the way. Continue pressing arrow keys to select more text
Ctrl + Shift + Left / Right	Moves the cursor one word to the left or right, selecting that word along the way
Shift + Home / End	Moves the cursor to the beginning or end of the current line, selecting text along the way

Shift + Page Up / Page Down	Moves the cursor up or down a screen, selecting text
Ctrl + Shift + Home / End	Moves the cursor to the beginning or end of the “screen buffer,” selecting all text between the cursor and the beginning or end of the Command Prompt’s output.

Window Snapping Keyboard Shortcuts

Shortcut	Action
Windows Key + Left	Snap current window to the left side of the screen.
Windows Key + Right	Snap current window the right side of the screen.
Windows Key + Up	Snap current window to the top of the screen.
Windows Key + Down	Snap current window to the bottom of the screen

Windows Taskbar Keyboard Shortcuts

Shortcut	Action
Shift + click a taskbar button	Open an app or quickly open another instance of an app
Shift + right-click a taskbar button	Show the window menu for the app
Ctrl + Shift + click a taskbar button	Open an app as an administrator
Shift + right-click a grouped taskbar button	Show the window menu for the group
Ctrl + Shift + click a taskbar button	Open an app as an administrator
Ctrl + click a grouped taskbar button	Cycle through the windows of the group