



Windows 11 Keyboard Shortcuts Cheat Sheet

Windows 11 Exclusive Keyboard Shortcuts

Since Windows 11 comes with some new features, you will find a few new hotkeys added exclusively for Windows 11 that you won't find in any of the earlier Windows OS. Here is the list of the Windows 11 exclusive hotkeys with their action.

SHORTCUT	ACTION
Win + W	Launch Widgets Panel
Win + A	Open Quick Settings
Win + N	Access Notification Panel
Win + Z	Quickly access Snap Layout
Win + C	Open Team Chat App

Windows 11 General Keyboard Shortcuts

Here is the list of most frequently used keyboard shortcuts on Windows 11.

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 items 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

Windows 11 File Explorer Keyboard Shortcuts

Windows 11 File Explorer comes with its own set of shortcuts for quicker navigation. Here is its list.

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
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Windows 11 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 the 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.

Windows 11 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

Windows 11 Virtual Desktops Keyboard Shortcuts

SHORTCUT	ACTION
Windows Key + Ctrl + D	Snap current window to the left side of the screen.
Windows Key + Right	Snap the 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
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Windows 11 Dialog Box Shortcuts

ACTION	SHORTCUTS KEYS
Ctrl + Tab	Move forward through tabs.
Ctrl + Shift + Tab	Move back through tabs.
Ctrl + N (number 1–9)	Switch to the nth tab.
F4	Show the items in the active list.
Tab	Move forward through options of the dialog box
Shift + Tab	Move back through options of the dialog box
Alt + underlined letter	Execute the command (or select the option) that is used with the underlined letter.
Spacebar	Check or Uncheck the check box if the active option is a check box.
Arrow keys	Select or move to a button in a group of active buttons.
Backspace	Open the parent folder if a folder is selected in the Open or Save As dialog box.