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General Shortcuts

Shortcut		Action
Ctrl + C		Copy
Ctrl + X		Cut
Ctrl + V		Paste
Ctrl + Z		Undo
Ctrl + Y		Redo
Ctrl + A		Select all
Ctrl + D		Delete selected item (Recycle Bin)
Ctrl + Shift + N		Create new folder
Ctrl + P		Print
Alt + Tab		Switch between open apps
Alt + F4		Close current app/window
F2		Rename selected item
F5		Refresh window
Ctrl + S		Save

Window Management

Shortcut	Action
Win + D	Show/hide desktop
Win + ,	Peek at desktop
Win + M	Minimize all windows
Win + Shift + M	Restore minimized windows
Win + Arrow Keys	Snap window (left, right, up, down)
Win + Tab	Open Task View
Win + Home	Minimize all except active window
Win + Shift + S	Screenshot (Snipping Tool)
Win + PrtScn	Screenshot (save to Pictures)
Alt + Space	Open window menu (move, resize)

Virtual Desktops

Shortcut	Action
Win + Ctrl + D	Create new virtual desktop
Win + Ctrl + Left/Right	Switch between virtual desktops
Win + Ctrl + F4	Close current virtual desktop

Taskbar Shortcuts

Shortcut	Action
Win + T	Cycle through taskbar apps
Win + Number (1-9)	Open pinned app (position-based)
Shift + Click on Taskbar	Open new instance of app
Ctrl + Shift + Click	Open app with admin privileges
Win + Alt + Number	Open app jump list

File Explorer Shortcuts

Shortcut	Action
Win + E	Open File Explorer
Alt + Up	Go to parent folder
Alt + Left/Right	Back/forward in File Explorer
Ctrl + N	Open new File Explorer window
Ctrl + Shift + E	Expand all folders in sidebar
Ctrl + F	Search in File Explorer

Settings and System

Shortcut	Action
Win + I	Open Settings
Win + K	Open Cast to Device
Win + P	Project (second screen) options
Win + L	Lock computer
Win + R	Open Run dialog
Win + U	Open Accessibility (Ease of Access)
Ctrl + Shift + Esc	Open Task Manager
Win + Pause	Open System Properties
Win + V	Open Clipboard History

Multimedia and Game Bar

Shortcut	Action
Win + G	Open Xbox Game Bar
Win + Alt + R	Start/Stop screen recording
Win + Alt + PrintScr	Take screenshot of game
Win + L	Lock your PC
Win + Ctrl + Q	Open Quick Assist

Web and Search

Shortcut	Action
Win + S	Open Search
Win + Q	Search via Cortana
Win + F	Open Feedback Hub
Ctrl + L	Highlight address bar in browser
Ctrl + T	Open new browser tab
Ctrl + W	Close current tab
Ctrl + Shift + T	Reopen last closed tab

Clipboard and Emoji Panel

Shortcut	Action
Win + V	Open Clipboard History
Win + . (Period)	Open Emoji Panel
Ctrl + C	Copy selected text or item
Ctrl + X	Cut selected text or item
Ctrl + V	Paste

Accessibility Shortcuts

Shortcut	Action
Win + Ctrl + Enter	Enable Narrator
Win + Plus (+)	Zoom in (Magnifier)
Win + Minus (-)	Zoom out (Magnifier)
Win + Esc	Exit Magnifier
Win + A	Open Quick Settings (WiFi, Sound)

Tips for Windows 11 Users

- Use Win + Tab to organize workspaces with Task View.
- Use Win + . to add emojis to any text field.
- Use Win + Shift + S to take a screenshot and directly copy it to the clipboard.
- Master virtual desktops with Win + Ctrl + D for multitasking.