# Top 20 Windows Keyboard Shortcuts

Most of these should work in Windows XP through Windows 10

**Alt-Tab-** Cycle between running applications, shows applications in small views.

**Alt-Esc-** Cycle between running applications in full screen view.

**Ctrl-Alt-Tab-** Similar to Alt-Tab, cycling between running applications, but "sticks" on the last application you chose (Windows 10).

**Windows Key-D-** Return immediately to the main Windows desktop. Doing this a second time will take you back to the application you were in.

**Ctrl-Shift-Esc-** Bring up Windows Task Manager, which will show you running applications, and will allow you to close one that has crashed or is misbehaving.

**Shift-Arrow-** Highlight text in a webpage or document.

**Ctrl-Shift-Arrow-** Select word or paragraph.

**Ctrl-C-** Copy selected text.

**Ctrl-V-** Paste text you selected with Ctrl-C.

**Ctrl-X-** Delete selected text. Deleted text can then be pasted elsewhere.

**Ctrl-A-** Selects everything. Can also be used in Windows File Explorer to select a group of files to copy, move or delete.

**Note: Ctrl-C or V or X or A should work across all Windows applications.**

**Ctrl-Z-** Undo. Undoes something you've just done, like unpasting something you've just pasted. Works across all Windows applications.

**Ctrl-Y-** Redo. Repeats an action you just done, such as pasting something a second time.

**PrtScn** (Print Screen) and then **Ctrl-V-** An easy way to copy and entire file's contents and pasting it into a second file.

**File Management Shortcuts:**

**Windows Key-E-** Opens Windows File Explorer.

**F2 (Function Key 2)-** Rename a selected file or folder.

**Esc-** Stop function you are trying to do.

**Alt-Enter-** Look at the properties of a file or folder you've selected.

**F3 (Function Key 3)-** Search in File Explorer for a file or folder by name/partial name.

**Other Helpful Keyboard Shortcuts:**

**F1 (Function Key 1)-** Help, works across all Windows application.

**F10 (Function Key 10)-** Activates the top menu in the Windows application you are in.

**Alt-F4-** Close the application you are in. Will also allow you to quickly shut down if you are on the main Windows desktop.