

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.