# Shortcut Keys

Keyboard shortcuts are combinations of two or more keys that you can use to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to work with your PC, saving you time and effort as you work with Windows and other applications.

Most applications also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of applications for accelerator keys. If a letter of a word is underlined in a menu, it usually means you can press the Alt key and the underlined key together instead of clicking that menu item. When you're using a touch keyboard, you can also see some shortcuts when you press the Ctrl key.

Pressing the Alt key in some applications, such as Paint and WordPad, shows commands that are labelled with additional keys that you can press to use them.

| Press this key | To do this |
| --- | --- |
| Esc | Stop or exit the current task |
| Press this key | To do this |
| F1 | Display Help |
| F2 | Rename the selected item |
| F3 | Search for a file or folder |
| F4 | Display the address bar list in File Explorer |
| F5 | Refresh the active window |
| F6 | Cycle through screen elements in a window or on the desktop |
| F10 | Activate the Menu bar in the active app |
| Alt+F4 | Close the active item, or exit the active application |
| Alt+Esc | Cycle through items in the order in which they were opened |
| Alt+underlined letter | Perform the command for that letter |
| Alt+Enter | Display properties for the selected item |
| Alt+Spacebar | Open the shortcut menu for the active window |
| Alt+Left arrow | Back |
| Alt+Right arrow | Forward |
| Alt+Page Up | Move up one screen |
| Alt+Page Down | Move down one screen |
| Alt+Tab | Switch between open applications (except desktop applications) |

# Shortcut Keys

| Press this key | To do this |
| --- | --- |
| Ctrl+F4 | Close the active document (in applications that allow you to have multiple documents open simultaneously) |
| Ctrl+A | Select all items in a document or window |
| Ctrl+C (or Ctrl+Insert) | Copy the selected item |
| Ctrl+D (or Delete) | Delete the selected item and move it to the Recycle Bin |
| Ctrl+R (or F5) | Refresh the active window |
| Ctrl+V (or Shift+Insert) | Paste the selected item |
| Ctrl+X | Cut the selected item |
| Ctrl+Y | Redo an action |
| Ctrl+Z | Undo an action |
| Ctrl+plus (+) or Ctrl+minus (-) | Zoom in or out of a large number of items, like applications pinned to the Start screen |
| Ctrl+ mouse scroll wheel | Change the size of desktop icons or zoom in or out of a large number of items, like applications pinned to the Start screen |
| Ctrl+Right arrow | Move the cursor to the beginning of the next word |
| Ctrl+Left arrow | Move the cursor to the beginning of the previous word |
| Ctrl+Down arrow | Move the cursor to the beginning of the next paragraph |
| Ctrl+Up arrow | Move the cursor to the beginning of the previous paragraph |
| Ctrl+Alt+Tab | Use the arrow keys to switch between all open applications |
| Ctrl+arrow key (to move to an item)+Spacebar | Select multiple individual items in a window or on the desktop |
| Ctrl+Shift with an arrow key | Select a block of text |
| Ctrl+Esc | Open the Start screen |
| Ctrl+Shift+Esc | Open Task Manager |
| Ctrl+Shift | Switch the keyboard layout when multiple keyboard layouts are available |
| Ctrl+Spacebar | Turn the Chinese input method editor (IME) on or off |
| Shift+F10 | Display the shortcut menu for the selected item |

## Shortcut Keys

| Press this key | To do this |
| --- | --- |
| Shift with any arrow key | Select more than one item in a window or on the desktop, or select text within a document |
| Shift+Delete | Delete the selected item without moving it to the Recycle Bin first |
| Right arrow | Open the next menu to the right, or open a submenu |
| Left arrow | Open the next menu to the left, or close a submenu |

# Windows logo key keyboard shortcuts

The following table contains keyboard shortcuts that use the Windows logo key ⊞.

| Press this key | To do this |
| --- | --- |
| Windows logo key ⊞+F1 | Open Windows Help and Support |
| Windows logo key ⊞ | Display or hide the Start screen |
| Windows logo key ⊞+B | Set focus in the notification area |
| Windows logo key ⊞+C | Open the Charms |
| Windows logo key ⊞+D | Display and hide the desktop |
| Windows logo key ⊞+E | Open File Explorer |
| Windows logo key ⊞+F | Open the Search charm and search for files |
| Windows logo key ⊞+H | Open the Share charm |
| Windows logo key ⊞+I | Open the Settings charm |
| Windows logo key ⊞+K | Open the Devices charm |
| Windows logo key ⊞+L | Lock your PC or switch people |
| Windows logo key ⊞+M | Minimise all windows |
| Windows logo key ⊞+O | Lock device orientation |
| Windows logo key ⊞+P | Choose a presentation display mode |
| Windows logo key ⊞+Q | Open the Search charm to search everywhere or within the open app (if the app supports app search) |

# Shortcut Keys

| Press this key | To do this |
|---|---|
| Windows logo key +R | Open the Run dialogue box |
| Windows logo key +S | Open the Search charm to search Windows and the web |
| Windows logo key +T | Cycle through applications on the taskbar |
| Windows logo key +U | Open Ease of Access Center |
| Windows logo key +V | Cycle through notifications |
| Windows logo key +Shift+V | Cycle through notifications in reverse order |
| Windows logo key +W | Open the Search charm and search for settings |
| Windows logo key +X | Open the Quick Link menu |
| Windows logo key +Z | Show the commands available in the application - *You can also see some settings and options by going to the Settings charm when the app is open.* |
| Windows logo key +, | Temporarily peek at the desktop |
| Windows logo key +Pause | Display the System Properties dialogue box |
| Windows logo key +Ctrl+F | Search for PCs (if you're on a network) |
| Windows logo key +Shift+M | Restore minimised windows on the desktop |
| Windows logo key +number | Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the application is already running, switch to that application. |
| Windows logo key +Shift+number | Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number |
| Windows logo key +Ctrl+number | Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number |
| Windows logo key +Alt+number | Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number |
| Windows logo key +Ctrl+Shift+number | Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator |

# Shortcut Keys

Windows 8

| Press this key | To do this |
| --- | --- |
| Windows logo key ⊞+Tab | Cycle through recently used applications (except desktop applications) |
| Windows logo key ⊞+Ctrl+Tab | Cycle through recently used applications (except desktop applications) |
| Windows logo key ⊞+Shift+Tab | Cycle through recently used applications (except desktop applications) in reverse order |
| Windows logo key ⊞+Ctrl+B | Switch to the application that displayed a message in the notification area |
| Windows logo key ⊞+Up arrow | Maximise the window |
| Windows logo key ⊞+Down arrow | Remove current application from screen or minimise the desktop window |
| Windows logo key ⊞+Left arrow | Maximise the app or desktop window to the left side of the screen |
| Windows logo key ⊞+Right arrow | Maximise the app or desktop window to the right side of the screen |
| Windows logo key ⊞+Home | Minimise all but the active desktop window (restores all windows on second stroke) |
| Windows logo key ⊞+Shift+Up arrow | Stretch the desktop window to the top and bottom of the screen |
| Windows logo key ⊞+Shift+Down arrow | Restore/minimise active desktop windows vertically, maintaining width |
| Windows logo key ⊞+Shift+Left arrow or Right arrow | Move an app or window in the desktop from one monitor to another |
| Windows logo key ⊞+Spacebar | Switch input language and keyboard layout |
| Windows logo key ⊞+Ctrl+Spacebar | Change to a previously selected input |
| Windows logo key ⊞+Enter | Open Narrator |
| Windows logo key ⊞+Shift+full stop (.) | Cycle through open applications |
| Windows logo key ⊞+full stop (.) | Cycle through open applications |
| Windows logo key ⊞+/ | Initiate IME reconversion |
| Windows logo key ⊞+Alt+Enter | Open WindowsMedia Center |

# Shortcut Keys

| Press this key | To do this |
|---|---|
| Windows logo key ⊞+plus (+) or minus (-) | Zoom in or out using Magnifier |
| Windows logo key ⊞+Esc | Exit Magnifier |

# Ease of Access keyboard shortcuts

The following table contains keyboard shortcuts that can help make your PC easier to use.

| Press this key | To do this |
|---|---|
| Right Shift for eight seconds | Turn Filter Keys on and off |
| Left Alt+left Shift+Print Screen | Turn High Contrast on or off |
| Left Alt+left Shift+Num Lock | Turn Mouse Keys on or off |
| Shift five times | Turn Sticky Keys on or off |
| Num Lock for five seconds | Turn Toggle Keys on or off |
| Windows logo key ⊞+U | Open the Ease of Access Center |

# Taskbar keyboard shortcuts

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

| Press this key | To do this |
|---|---|
| Shift+click a taskbar button | Open an application or quickly open another instance of an application |
| Ctrl+Shift+click a taskbar button | Open an application as an administrator |
| Shift+right-click a taskbar button | Show the window menu for the application |
| Shift+right-click a grouped taskbar button | Show the window menu for the group |
| Ctrl+click a grouped taskbar button | Cycle through the windows of the group |

A full list of keyboard shortcuts is available at:

http://windows.microsoft.com/en-gb/windows/keyboard-shortcuts#keyboard-shortcuts=windows-8