

Keyboard Shortcuts in Windows 10

Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something that you'd typically do with a mouse.

Copy, paste, and other general keyboard shortcuts

Press this key	To do this
Ctrl + X	Cut the selected item.
Ctrl + C (or Ctrl + Insert)	Copy the selected item.
Ctrl + V (or Shift + Insert)	Paste the selected item.
Ctrl + Z	Undo an action.
Alt + Tab	Switch between open apps.
Alt + F4	Close the active item, or exit the active app.
Windows logo key + L	Lock your PC.
Windows logo key + D	Display and hide the desktop.
F2	Rename the selected item.
F3	Search for a file or folder in File Explorer.
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 + F8	Show your password on the sign-in screen.
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	Go back.
Alt + Right arrow	Go forward.
Alt + Page Up	Move up one screen.
Alt + Page Down	Move down one screen.
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time).
Ctrl + A	Select all items in a document or window.
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin.
Ctrl + R (or F5)	Refresh the active window.
Ctrl + Y	Redo an action.
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 apps.
Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified.

Ctrl + Shift + arrow keys	When a tile is in focus on the Start menu, move it into another tile to create a folder.
Ctrl + arrow keys	Resize the Start menu when it's open.
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 Start.
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.
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text in 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.
Esc	Stop or leave the current task.
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard. NOTE: You can change this shortcut, so it also opens screen snipping, which lets you edit your screenshot. Select Start > Settings > Ease of Access > Keyboard and turn on the toggle under Print Screen shortcut.

Windows logo key keyboard shortcuts

Press this key	To do this
Windows logo key	Open or close Start.
Windows logo key + A	Open Action center.
Windows logo key + B	Set focus in the notification area.
Windows logo key + C	Open Cortana in listening mode. NOTES This shortcut is turned off by default. To turn it on, select Start > Settings > Cortana , and turn on the toggle under Let Cortana listen for my commands when I press the Windows logo key + C. Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key + Shift + C	Open the charms menu.
Windows logo key + D	Display and hide the desktop.
Windows logo key + Alt + D	Display and hide the date and time on the desktop.
Windows logo key + E	Open File Explorer.

Windows logo key + F	Open Feedback Hub and take a screenshot.
Windows logo key + G	Open Game bar when a game is open.
Windows logo key + H	Start dictation.
Windows logo key + I	Open Settings.
Windows logo key + J	Set focus to a Windows tip when one is available. When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.
Windows logo key + K	Open the Connect quick action.
Windows logo key + L	Lock your PC or switch accounts.
Windows logo key + M	Minimize all windows.
Windows logo key + O	Lock device orientation.
Windows logo key + P	Choose a presentation display mode.
Windows logo key + Ctrl + Q	Open Quick Assist.
Windows logo key + R	Open the Run dialog box.
Windows logo key + S	Open search.
Windows logo key + Shift + S	Take a screenshot of part of your screen.
Windows logo key + T	Cycle through apps on the taskbar.
Windows logo key + U	Open Ease of Access Center.
Windows logo key + V	Open the clipboard. NOTE To activate this shortcut, select Start > Settings > System > Clipboard , and turn on the toggle under Clipboard history.
Windows logo key + Shift + V	Cycle through notifications.
Windows logo key + X	Open the Quick Link menu.
Windows logo key + Y	Switch input between Windows Mixed Reality and your desktop.
Windows logo key + Z	Show the commands available in an app in full-screen mode.
Windows logo key + period (.) or semicolon (;)	Open emoji panel.
Windows logo key + comma (,)	Temporarily peek at the desktop.
Windows logo key + Pause	Display the System Properties dialog box.
Windows logo key + Ctrl + F	Search for PCs (if you're on a network).
Windows logo key + Shift + M	Restore minimized 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 app is already running, switch to that app.
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.
Windows logo key + Tab	Open Task view.
Windows logo key + Up arrow	Maximize the window.
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window.
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen.
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen.
Windows logo key + Home	Minimize all except 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/minimize 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 + Ctrl + Enter	Turn on Narrator.
Windows logo key + Plus (+)	Open Magnifier.
Windows logo key + forward slash (/)	Begin IME reversion.
Windows logo key + Ctrl + V	Open shoulder taps.
Windows logo key + Ctrl + Shift + B	Wake PC from blank or black screen

Command Prompt keyboard shortcuts

Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text.
Ctrl + V (or Shift + Insert)	Paste the selected text.
Ctrl + M	Enter Mark mode.
Alt + selection key	Begin selection in block mode.
Arrow keys	Move the cursor in the direction specified.
Page up	Move the cursor by one page up.
Page down	Move the cursor by one page down.
Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer.
Ctrl + End (Mark mode)	Move the cursor to the end of the buffer.
Ctrl + Up arrow	Move up one line in the output history.
Ctrl + Down arrow	Move down one line in the output history.
Ctrl + Home (History navigation)	If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line.

Ctrl + End (History navigation)	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.
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Dialog box keyboard shortcuts

Press this key	To do this
F4	Display the items in the active list.
Ctrl + Tab	Move forward through tabs.
Ctrl + Shift + Tab	Move back through tabs.
Ctrl + number (number 1–9)	Move to nth tab.
Tab	Move forward through options.
Shift + Tab	Move back through options.
Alt + underlined letter	Perform the command (or select the option) that is used with that letter.
Spacebar	Select or clear the check box if the active option is a check box.
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box.
Arrow keys	Select a button if the active option is a group of option buttons.

File Explorer keyboard shortcuts

Press this key	To do this
Alt + D	Select the address bar.
Ctrl + E	Select the search box.
Ctrl + F	Select the search box.
Ctrl + N	Open a new window.
Ctrl + W	Close the active window.
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons.
Ctrl + Shift + E	Display all folders above the selected folder.
Ctrl + Shift + N	Create a new folder.
Num Lock + asterisk (*)	Display all subfolders under the selected folder.
Num Lock + plus (+)	Display the contents of the selected folder.
Num Lock + minus (-)	Collapse the selected folder.
Alt + P	Display the preview panel.
Alt + Enter	Open the Properties dialog box for the selected item.
Alt + Right arrow	View the next folder.
Alt + Up arrow	View the folder that the folder was in.
Alt + Left arrow	View the previous folder.
Backspace	View the previous folder.
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder.
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in.

End	Display the bottom of the active window.
Home	Display the top of the active window.
F11	Maximize or minimize the active window.

Virtual desktops keyboard shortcuts

Press this key	To do this
Windows logo key + Tab	Open Task view.
Windows logo key + Ctrl + D	Add a virtual desktop.
Windows logo key + Ctrl + Right arrow	Switch between virtual desktops you've created on the right.
Windows logo key + Ctrl + Left arrow	Switch between virtual desktops you've created on the left.
Windows logo key + Ctrl + F4	Close the virtual desktop you're using.

Taskbar keyboard shortcuts

Press this key	To do this
Shift + click a taskbar button	Open an app or quickly open another instance of an app.
Ctrl + Shift + click a taskbar button	Open an app as an administrator.
Shift + right-click a taskbar button	Show the window menu for the app.
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.

Settings keyboard shortcuts

Press this key	To do this
Windows logo key + I	Open settings.
Backspace	Go back to the settings home page.
Type on any page with search box	Search settings.

Keyboard Shortcuts in Apps

Microsoft Edge keyboard shortcuts

Press this key	To do this
Ctrl + D	Add current site to favorites or reading list
Ctrl + I	Open favourites pane

Ctrl + J	Open downloads pane
Ctrl + H	Open history pane
Ctrl + P	Print the current page
Ctrl + F	Find on page
Alt + C	Open Cortana NOTE Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search feature.
Ctrl + Shift + R	Enter reading view
Ctrl + T	Open a new tab
Ctrl + Shift + T	Reopen the last closed tab
Ctrl + W or Ctrl + F4	Close the active tab
Ctrl + K	Duplicate tab
Ctrl + N	Open a new window
Ctrl + Shift + P	Open a new InPrivate Browsing window
Ctrl + Tab	Switch to the next tab
Ctrl + Shift + Tab	Switch to the previous tab
Ctrl + 1, 2, 3, and so on	Switch to a specific tab number
Ctrl + 9	Switch to the last tab
Ctrl + Plus (+)	Zoom in (25%)
Ctrl + Minus (-)	Zoom out (25%)
Ctrl + 0 (zero)	Reset zoom level
Backspace or Alt + Left arrow	Go back
Alt + Right arrow	Go forward
F5 or Ctrl + R	Refresh the page
Esc	Stop loading the page
Ctrl + L or Ctrl + O (letter O)	Select the URL in the address bar to edit
Ctrl + Shift + L	Open address bar query in a new tab
Ctrl + E	Open a search query in the address bar
Ctrl + Enter	Add www. to the beginning and .com to the end of text typed in the address bar
Ctrl + click	Open link in a new tab
Ctrl + Shift + click	Open link in a new tab and switch to that tab
Alt + Shift + click	Open link in a new window
Ctrl + Shift + M	Start creating web notes
Ctrl + Alt + M	Copy selected content into a web note
F12	Open F12 Developer Tools
Ctrl + U	View source
F6	Toggle focus between webpage content and the address bar
F7	Turn caret browsing on for the active tab
Ctrl + Shift + Delete	Show controls to clear browsing data
Alt + N	Move focus to notification or download (if available)
When reading books in Microsoft Edge:	
Alt + T	Open or close the table of contents

Ctrl + B	Open or close your list of bookmarks
Ctrl + Shift + D	Add or remove a bookmark
Ctrl + Shift + O	Open or close Options
Ctrl + Shift + Y	Open or close the reading bar
Ctrl + Shift + U	Open Books in the Hub
Ctrl + Shift + G	Start read aloud
F11	Enter or exit full-screen reading
Left or Up arrow, or Page Up	Go to next page
Right or Down arrow, or Page Down	Go to previous page
Home	Go to beginning of book
End	Go to end of book
Ctrl + F	Search the book
Ctrl + Shift + S	Save the book locally (for books not purchased in the Microsoft Store)
Ctrl + G	Go to page (when the book supports page lists)
Alt + A	Open the Notes panel
When reading fixed-layout books in Microsoft Edge:	
Ctrl + Shift + A	Toggle between "fit to width" and "fit to page" layout
F8	Toggle between one-page and two-page layouts
When reading PDF documents in Microsoft Edge:	
Ctrl + G	Go to a specific page number
Alt + T	Open or close the table of contents
Ctrl + F	Search the document
Ctrl + Plus (+) or Ctrl + Minus (-)	Zoom in / zoom out
Ctrl + Shift + A	Toggle between "fit to width" and "fit to page" layout
F8	Toggle between one-page and two-page layouts
F9	Rotate PDF
F11	Enter or exit full-screen reading
Ctrl + Shift + G	Start read aloud
Ctrl + Shift + M	Add notes to PDF books
Ctrl + Shift + S	Save a copy of the PDF document

Calculator keyboard shortcuts

Press this key	To do this
Alt + 1	Switch to Standard mode
Alt + 2	Switch to Scientific mode
Alt + 3	Switch to Programmer mode
Alt + 4	Switch to Date Calculation mode
Ctrl + M	Store in memory
Ctrl + P	Add to memory
Ctrl + Q	Subtract from memory
Ctrl + R	Recall from memory
Ctrl + L	Clear memory
Delete	Clear current input (select CE)

Esc	Fully clear input (select C)
F9	Select \pm
R	Select 1/x
@	Calculate the square root
%	Select %
Ctrl + H	Turn calculation history on or off
Up arrow	Move up in history list
Down arrow	Move down in history list
Ctrl + Shift + D	Clear history
F3	Select DEG in Scientific mode
F4	Select RAD in Scientific mode
F5	Select GRAD in Scientific mode
Ctrl + G	Select 10x in Scientific mode
Ctrl + O	Select cosh in Scientific mode
Ctrl + S	Select sinh in Scientific mode
Ctrl + T	Select tanh in Scientific mode
Shift + S	Select sin ⁻¹ in Scientific mode
Shift + O	Select cos ⁻¹ in Scientific mode
Shift + T	Select tan ⁻¹ in Scientific mode
Ctrl + Y	Select y ^v x in Scientific mode
D	Select Mod in Scientific mode
L	Select log in Scientific mode
M	Select dms in Scientific mode
N	Select ln in Scientific mode
Ctrl + N	Select e ^x in Scientific mode
O	Select cos in Scientific mode
P	Select Pi in Scientific mode
Q	Select x ² in Scientific mode
S	Select sin in Scientific mode
T	Select tan in Scientific mode
V	Select F-E in Scientific mode
X	Select Exp in Scientific mode
Y, ^	Select xy in Scientific mode
#	Select x ³ in Scientific mode
!	Select n! in Scientific mode
%	Select Mod in Scientific or Programmer mode
F2	Select DWORD in Programmer mode
F3	Select WORD in Programmer mode
F4	Select BYTE in Programmer mode
F5	Select HEX in Programmer mode
F6	Select DEC in Programmer mode
F7	Select OCT in Programmer mode
F8	Select BIN in Programmer mode
F12	Select QWORD in Programmer mode
A-F	Select A-F in Programmer mode

J	Select RoL in Programmer mode
K	Select RoR in Programmer mode
<	Select Lsh in Programmer mode
>	Select Rsh in Programmer mode
%	Select Mod in Programmer mode
	Select Or in Programmer mode
^	Select Xor in Programmer mode
~	Select Not in Programmer mode
&	Select And in Programmer mode
Spacebar	Toggle the bit value in Programmer mode

Game bar keyboard shortcuts

Press this key	To do this
Windows logo key + G	Open Game bar when a game is open
Windows logo key + Alt + G	Record the last 30 seconds
Windows logo key + Alt + R	Start or stop recording
Windows logo key + Alt + Print Screen	Take a screenshot of your game
Windows logo key + Alt + T	Show or hide recording timer
Windows logo key + Alt + M	Turn the microphone on or off
Windows logo key + Alt + B	Start or stop broadcasting
Windows logo key + Alt + W	Show camera during broadcast

Groove keyboard shortcuts

Press this key	To do this
Ctrl + P	Play or pause
Ctrl + F	Skip to next song
Ctrl + B	Restart current song or skip to previous
F9	Volume up
F8	Volume down
F7	Mute volume
Ctrl + Enter	Select an item and enter selection mode
Ctrl + A	Select all
Delete	Delete selected item(s)
Ctrl + Shift + P	Play selected item
Ctrl + T	Repeat on or off
Ctrl + H	Shuffle on or off
Ctrl + Q	Search

Maps keyboard shortcuts

Press this key	To do this
Arrow keys	Pan the map in any direction
Ctrl + plus or minus key (+ or -)	Zoom in or out
Ctrl + Left or Right arrow keys	Rotate
Ctrl + Up or Down arrow keys	Tilt
+ or - keys	Zoom in or out in 3D Cities view
Page Up or Page Down	Move farther or closer in 3D Cities view
Ctrl + Y	Switch map views between aerial and road
Ctrl + Home	Center map on your current location
Ctrl + D	Get directions
Ctrl + F	Search
Ctrl + M	Minimize the active tab
Ctrl + P	Print
Ctrl + T	Show or hide traffic
Backspace	Go back
Ctrl + H	Share
Ctrl + L	Move focus to map
Ctrl + W	Close the active tab
Ctrl + Tab	Go to the next tab
Ctrl + Shift + Tab	Go to previous tab
Ctrl + S	Show or hide Streetside
Ctrl + C	Copy to clipboard

Movies & TV keyboard shortcuts

Press this key	To do this
Alt + Enter	Play full-screen
Esc	Leave full-screen
Enter	Select something that's in focus
Spacebar or Ctrl + P	Play or pause (when a video is in focus)
Alt + Left arrow key or Windows logo key + Backspace	Go back
Ctrl + T	Turn repeat on or off
F7	Mute the sound
F8	Volume down
F9	Volume up

Paint keyboard shortcuts

Press this key	To do this
F11	View a picture in full-screen mode
F12	Save the picture as a new file
Ctrl + A	Select the whole picture

Ctrl + B	Bold selected text
Ctrl + C	Copy a selection to the Clipboard
Ctrl + E	Open the Properties dialog box
Ctrl + G	Show or hide gridlines
Ctrl + I	Italicize selected text
Ctrl + N	Create a new picture
Ctrl + O	Open an existing picture
Ctrl + P	Print a picture
Ctrl + R	Show or hide the ruler
Ctrl + S	Save changes to a picture
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + W	Open the Resize and Skew dialog
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + plus (+)	Increase the width of a brush, line, or shape outline by one pixel
Ctrl + minus (-)	Decrease the width of a brush, line, or shape outline by one pixel
Ctrl + Page Up	Zoom in
Ctrl + Page Down	Zoom out
Alt + F4	Close a picture and its Paint window
Right arrow	Move the selection or active shape right by one pixel
Left arrow	Move the selection or active shape left by one pixel
Down arrow	Move the selection or active shape down by one pixel
Up arrow	Move the selection or active shape up by one pixel
Shift + F10	Show the context menu

Paint 3D keyboard shortcuts

Press this key	To do this
Ctrl + 0 or NumberPad0	Reset zoom
Ctrl + 3	Switch views
Ctrl + A	Selects all 3D items in your workspace; repeat command to toggle to select all 2D items
Ctrl + B	Bold selected text
Ctrl + C	Copy selected item
Ctrl + Insert	Copy selected item
Ctrl + Shift + C	Capture a screenshot
Ctrl + E	Show canvas properties
Ctrl + Shift + E	Show or hide 3D perspective
Ctrl + G	Group objects
Ctrl + Shift + G	Ungroup objects
I	Turn on eyedropper
Ctrl + I	Italicize selected text
M	Minimize or expand the side menu

Ctrl + N	Create a new picture or file
Ctrl + O	Open an existing picture or file
Ctrl + P	Print in 2D
Ctrl + S	Save
Ctrl + Shift + S	Save as
Ctrl + U	Underline selected text
Ctrl + V	Paste selected item
Shift + Insert	Paste selected item
Ctrl + W	Select canvas
Ctrl + Shift + W	Show or hide canvas
Ctrl + X	Cut selected item
Shift + Delete	Cut selected item
Ctrl + Shift + X	2D crop
Ctrl + Y	Redo an action
Ctrl + Z	Undo an action
Escape	Stop or leave the current task
Home	Reset view
PgUp	Zoom in
Ctrl + PgUp	Zoom in
PgDn	Zoom out
Ctrl + PgDn	Zoom out
Ctrl + mouse wheel	Zoom in or out
Ctrl + Left	Orbit left
Ctrl + Right	Orbit right
Ctrl + Up	Orbit up
Ctrl + Down	Orbit down
Alt + Left	Pan left
Alt + Right	Pan right
Alt + Up	Pan up
Alt + Down	Pan down
Ctrl + Minus (-) or [Decrease brush size
Ctrl + Plus (+) or]	Increase brush size
Right arrow	Move selection or active shape right by one pixel
Left arrow	Move selection or active shape left by one pixel
Down arrow	Move selection or active shape down by one pixel
Up arrow	Move selection or active shape up by one pixel
Alt + F4	Close program
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the app
Shift + F10	Show the context menu
F11	View picture in full-screen mode
F12	Save picture as a new file

Photos keyboard shortcuts

Press this key	To do this
Spacebar (in Collection)	Select an item and enter Selection mode
Enter (from Selection mode)	Select an item while in Selection mode
Spacebar (viewing a photo)	Show or hide commands
Spacebar (viewing a video)	Play or pause the video
Arrow keys (in Collection)	Scroll up, down, left, or right
Left or right arrow keys (on a single item or slideshow)	Show the next or previous item
Arrow keys (on a zoomed photo)	Move within the photo
Ctrl + plus or minus (+ or -)	Zoom in or out when viewing a photo
Ctrl + 0	Reset zoom on a photo
Esc	Return to previous screen
Ctrl + S	Save
Ctrl + P	Print
Ctrl + C	Copy
Ctrl + R (viewing or editing)	Rotate a photo
E (viewing a photo)	Enhance a photo
Ctrl + Z (editing)	Undo changes
Ctrl + Y (editing)	Redo changes
Ctrl + / (editing)	View original
Shift + arrow keys	Resize crop or selective focus area
Ctrl + arrow keys	Move crop or selective focus area
F5 (viewing an item)	Start a slide show
Alt + Enter	View file info
Ctrl + L	Set as lock screen
Ctrl + N (in Albums view)	Create a new album
Ctrl + R (in Albums view)	Remove album
Ctrl + D	Add selected items to album
Ctrl + U	Remove selected items from album

Voice Recorder keyboard shortcuts

Press this key	To do this
Ctrl + R	Start a new recording
Ctrl + M	Add a new marker to the recording
Delete	Delete the selected recording
Spacebar	Play or pause
Backspace	Go back
F2	Rename a recording
Right or Left arrow	Jump ahead or back while playing a recording
Shift + Right or Left arrow	Jump further ahead or back
Home	Jump to the start of the recording
End	Jump to the end of the recording

WordPad keyboard shortcuts

Press this key	To do this
F3	Search for the next instance of the text in the Find dialog box
F12	Save the document as a new file
Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + 5	Set line spacing to 1.5
Ctrl + A	Select all
Ctrl + B	Make selected text bold
Ctrl + C	Copy a selection to the Clipboard
Ctrl + D	Insert a Microsoft Paint drawing
Ctrl + E	Align text center
Ctrl + F	Search for text in a document
Ctrl + H	Replace text in a document
Ctrl + I	Italicize selected text
Ctrl + J	Justify text
Ctrl + L	Align text left
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + P	Print a document
Ctrl + R	Align text right
Ctrl + S	Save changes to a document
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + equal (=)	Make selected text subscript
Ctrl + Shift + equal (=)	Make selected text superscript
Ctrl + Shift + greater than (>)	Increase the font size
Ctrl + Shift + less than (<)	Decrease the font size
Ctrl + Shift + A	Change characters to all capitals
Ctrl + Shift + L	Change the bullet style
Ctrl + Left arrow	Move the cursor one word to the left
Ctrl + Right arrow	Move the cursor one word to the right
Ctrl + Up arrow	Move the cursor to the previous line
Ctrl + Down arrow	Move the cursor to the next line
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Ctrl + Page Up	Move up one page
Ctrl + Page Down	Move down one page
Ctrl + Delete	Delete the next word
Alt + F4	Close WordPad
Shift + F10	Show the context menu

Windows Keyboard Shortcuts for Accessibility

Magnifier keyboard shortcuts

Press this key	To do this
Windows logo key + Plus sign (+)	Turn Magnifier on
Windows logo key + Esc	Turn Magnifier off
Windows logo key + Plus sign (+) or Minus sign (-)	When Magnifier is on, zoom in or out
Ctrl + Alt + mouse scroll wheel	Zoom in and out using the mouse scroll wheel
Windows logo key + Ctrl + M	Open Magnifier settings
Ctrl + Alt + arrow keys	Pan in the direction of the arrow keys
Ctrl + Alt + I	Invert colors
Ctrl + Alt + F	Switch to full screen view
Ctrl + Alt + L	Switch to lens view
Ctrl + Alt + D	Switch to docked view
Ctrl + Alt + M	Cycle through views
Ctrl + Alt + R	Resize the lens with the mouse
Shift + Alt + arrow keys	Resize the lens with the keyboard
Ctrl + Alt + Spacebar	Quickly see the entire desktop when using full screen view

Additional accessibility keyboard shortcuts

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
Windows logo key + Ctrl + C	Turn color filters on or off
Windows logo key + Ctrl + N	Open Narrator settings
Windows logo key + Ctrl + S	Turn on Windows Speech Recognition
Windows logo key + Ctrl + O	Turn on the On-Screen Keyboard

Microsoft Surface Hub Keyboard Shortcuts

Press this key	To do this
Windows logo key	Open or close Start
Windows logo key + A	Open quick actions
Windows logo key + F	Enter or exit full screen for the app you're using
Windows logo key + N	Open notifications
Windows logo key + S	Open Cortana or search

	NOTE Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key + T	Open the clock
Windows logo key + W	Send to whiteboard
Windows logo key + X	Swap sidebars
Windows logo key + 1	Open or close the call pane in the sidebar
Windows logo key + 2	Open or close the people pane in the sidebar
Windows logo key + 3	Open or close the message pane in the sidebar
Windows logo key + 4	Open or close the content pane in the sidebar
Windows logo key + F6	Move keyboard focus between the sidebars, top bar, and bottom bar
Windows logo key + Shift + F6	Move keyboard focus between the sidebars, top bar, and bottom bar in the opposite direction
Windows logo key + Tab	Go to Task view
Windows logo key + Backspace	Go back
Windows logo key + Spacebar	Switch input language or keyboard
Windows logo key + Enter	Open Narrator
Windows logo key + Plus (+)	Open Magnifier
Left Alt + left Shift + Print Screen	Turn high contrast on or off
F10	Turn screen sharing on or off
Alt + Tab	Switch between open apps
Left Alt + left Shift + Num Lock	Turn Mouse Keys on or off
Right Shift for eight seconds	Turn Filter 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 + Esc	End your session

Keyboard Shortcuts in Continuum for Phones

Press this key	To do this
Windows logo key	Open or close Start
Windows logo key + A	Open Action center
Windows logo key + C	Open Cortana in listening mode NOTE Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key + E	Open File Explorer
Windows logo key + I	Open Settings
Windows logo key + K	Open the Connect quick action
Windows logo key + L	Lock your device or switch accounts
Windows logo key + O	Lock device orientation
Windows logo key + P	Open display settings

Windows logo key + S	Open search
Windows logo key + U	Open Ease of Access Center
Windows logo key + Tab	Open Task view
Windows logo key + Backspace	Go back
Windows logo key + Spacebar	Switch input language and keyboard layout
Windows logo key + Print Screen	Take a screenshot
Alt + Tab	Switch between open apps