# Windows Keyboard Shortcut

## Copy, paste, and other general shortcuts

CTRL + X | Cut the selected item.

CTRL + C (OR INSERT) | Copy the selected item.

CTRL + V | Paste the selected item.

CTRL + Z | Undo an action.

ALT + TAB | Switch between open apps.

ALT + F4 | Close the active item or app.

⊞ + L | Lock your PC.

⊞ + 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.

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 + E | Open Search (in most apps).

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.

PRT SCN | Take a screenshot of your whole screen and copy it to the clipboard.

## Windows logo key (⊞) shortcuts

⊞ | Open or close Start.

⊞ + A | Open Quick Settings.

⊞ + B | Set focus to the first icon in the Taskbar corner.

⊞ + CTRL + SHIFT + B | Wake PC from blank or black screen.

⊞ + C | Open Chat from Microsoft Teams.

⊞ + SHIFT + C | Open the charms menu.

⊞ + CTRL + C | Turn on color filters (enable this shortcut first in Color Filter settings).

⊞ + D | Display and hide the desktop.

⊞ + E | Open File Explorer.

⊞ + F | Open Feedback Hub and take a screenshot.

⊞ + CTRL + F | Search for PCs (if you're on a network).

⊞ + H | Launch voice typing.

⊞ + I | Open Settings.

⊞ + J | Set focus to a Windows tip when one is available.

⊞ + K | Open Cast from Quick Settings.

⊞ + L | Lock your PC or switch accounts.

⊞ + M | Minimize all windows.

⊞ + SHIFT + M | Restore minimized windows on the desktop.

⊞ + N | Open notification center and calendar.

⊞ + O | Lock device orientation.

⊞ + P | Choose a presentation display mode.

⊞ + CTRL + Q | Open Quick Assist.

⊞ + R | Open the Run dialog box.

⊞ + S | Open search.

⊞ + SHIFT + S | Take a screenshot of part of your screen.

⊞ + T | Cycle through apps on the taskbar.

⊞ + U | Open Accessibility Settings.

⊞ + V | Open the clipboard history. Select Start > Settings > System > Clipboard, and set Clipboard history to On.

⊞ + SHIFT + V | Set focus to a notification.

⊞ + W | Open Widgets.

⊞ + X | Open the Quick Link menu.

⊞ + Y | Switch input between Windows Mixed Reality and your desktop.

⊞ + Z | Open the snap layouts.

⊞ + PERIOD (.) OR SEMICOLON (;) | Open emoji panel.

⊞ + COMMA (,) | Temporarily peek at the desktop.

⊞ + PAUSE | Opens Start > Settings > System > About.

⊞ + 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.

⊞ + SHIFT + NUMBER | Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.

⊞ + 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.

⊞ + ALT + NUMBER | Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.

⊞ + 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.

⊞ + UP ARROW | Maximize the window.

⊞ + ALT + UP ARROW | Snap window in focus to top half of screen. New with Windows 11.

⊞ + SHIFT + UP ARROW | Stretch the desktop window to the top and bottom of the screen.

⊞ + DOWN ARROW | Remove current app from screen or minimize the desktop window.

⊞ + ALT + DOWN ARROW | Snap window in focus to bottom half of screen.

⊞ + SHIFT + DOWN ARROW | Restore/minimize active desktop windows vertically, maintaining width.

⊞ + LEFT ARROW | Maximize the app or desktop window to the left side of the screen.

⊞ + RIGHT ARROW | Maximize the app or desktop window to the right side of the screen.

⊞ + SHIFT + LEFT ARROW OR RIGHT ARROW | Move an app or window in the desktop from one monitor to another.

⊞ + HOME | Minimize all except the active desktop window (restores all windows on second stroke).

⊞ + SHIFT + SPACEBAR | Cycle backwards through language and keyboard layout.

⊞ + SPACEBAR | Switch input language and keyboard layout.

⊞ + CTRL + SPACEBAR | Change to a previously selected input.

⊞ + SHIFT + SPACEBAR | Cycle backwards through language and keyboard layout.

⊞ + SPACEBAR | Switch input language and keyboard layout.

⊞ + CTRL + SPACEBAR | Change to a previously selected input.

⊞ + CTRL + ENTER | Turn on Narrator.

⊞ + ALT + ENTER (ON TASKBAR ITEM FOCUS) | Open taskbar settings.

⊞ + PLUS (+) | Open Magnifier and zoom in.

⊞ + MINUS (-) | Zoom out in Magnifier.

⊞ + ESC | Close Magnifier.

⊞ + FORWARD SLASH (/) | Begin IME reconversion.

⊞ + PRTSCN | Save fullscreen screenshot to file.

⊞ + TAB | Open Task view.

## Dialog box shortcuts

F4 | Display the items in the active list.

CTRL + TAB | Move forward through tabs.

CTRL + SHIFT + TAB | Move back through tabs.

CTRL + 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.

## Taskbar shortcuts

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.

## File explorer shortcuts

CTRL + N | Open a new window.

CTRL + W | Close the active window.

CTRL + SHIFT + N | Create a new folder.
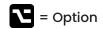
F11 | Maximize or minimize the active window.

Source: support.microsoft.com

# Macos keyboard shortcuts

**Key:** ⌘ = Command    ⌥ = Option    ⇧ = Shift

## Copy, paste, and other common shortcuts

⌘ + X | Cut the selected item and copy it to the Clipboard.

⌘ + C | Copy the selected item to the Clipboard.

⌘ + V | Paste the contents of the Clipboard into the current document or app.

⌘ + Z | Undo the previous command.

⇧ + ⌘ + Z | Reverse an undo command.

⌘ + A | Select All items.

⌘ + F | Find items in a document or open a Find window.

⌘ + G | Find Again / Find the next occurrence of the item previously found.

⇧ + ⌘ + G | Find the previous occurrence of the item previously found.

⌘ + H | Hide the windows of the front app.

⌥ + ⌘ + H | View the front app but hide all other apps.

⌘ + M | Minimize the front window to the Dock.

⌥ + ⌘ + M | Minimize all windows of the front app.

⌘ + O | Open the selected item, or open a dialog to select a file to open.

⌘ + P | Print the current document.

⌘ + S | Save the current document.

⌘ + T | Open a new tab.

⌘ + W | Close the front window.

⌥ + ⌘ + W | Close all windows.

⌥ + ⌘ + ESC | Force quit an app.

⌘ + SPACE BAR | Show or hide the Spotlight search field OR switch between input sources for multiple language inputs. instead of showing Spotlight.

⌥ + ⌘ + SPACE BAR | Perform a Spotlight search from a Finder window.

CONTROL + SPACE BAR | Show the Character Viewer, from which you can choose emoji and other symbols.

CONTROL + ⌘ + F | Use the app in full screen, if supported by the app.

SPACE BAR | Use Quick Look to preview the selected item.

⌘ + TAB | Switch to the next most recently used app among your open apps.

⇧ + ⌘ + 5 | In macOS Mojave or later, take a screenshot or make a screen recording. Or use Shift-Command-3 or Shift-Command-4 for screenshots.

⇧ + ⌘ + N | Create a new folder in the Finder.

⌘ + COMMA (,) | Open preferences for the front app.

## Document shortcuts

⌘ + B | Boldface the selected text, or turn boldfacing on or off.

⌘ + I | Italicize the selected text, or turn italics on or off.

⌘ + K | Add a web link.

⌘ + U | Underline the selected text, or turn underlining on or off.

⌘ + T | Show or hide the Fonts window.

⌘ + D | Select the Desktop folder from within an Open dialog or Save dialog.

CONTROL + ⌘ + D | Show or hide the definition of the selected word.

⇧ + ⌘ + COLON (:) | Display the Spelling and Grammar window.

⌘ + SEMICOLON (;) | Find misspelled words in the document.

⌥ + DELETE | Delete the word to the left of the insertion point.

CONTROL + H | Delete the character to the left of the insertion point. Or use Delete.

CONTROL + D | Delete the character to the right of the insertion point.

FN + DELETE | Forward delete on keyboards that don't have a Forward Delete key. Or use D.

CONTROL + K | Delete the text between the insertion point and the end of the line or paragraph.

FN + UP ARROW | Page Up / Scroll up one page.

FN + DOWN ARROW | Page Down / Scroll down one page.

FN + LEFT ARROW | Home / Scroll to the beginning of a document.

FN + RIGHT ARROW | End / Scroll to the end of a document.

⌘ + UP ARROW | Move the insertion point to the beginning of the document.

⌘ + DOWN ARROW | Move the insertion point to the end of the document.

⌘ + LEFT ARROW | Move the insertion point to the beginning of the current line.

⌘ + RIGHT ARROW | Move the insertion point to the end of the current line.

⌥ + LEFT ARROW | Move the insertion point to the beginning of the previous word.

⌥ + RIGHT ARROW | Move the insertion point to the end of the next word.

⇧ + UP ARROW | Select the text between the insertion point and the beginning of the document.

⇧ + DOWN ARROW | Select the text between the insertion point and the end of the document.

⇧ + LEFT ARROW | Select the text between the insertion point and the beginning of the current line.

⇧ + RIGHT ARROW | Select the text between the insertion point and the end of the current line.

⌥ + ⇧ + UP ARROW | Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.

⌥ + ⇧ + DOWN ARROW | Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.

⌥ + ⇧ + LEFT ARROW | Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.

⌥ + ⇧ + RIGHT ARROW | Extend text selection to the end of the current word, then to the end of the following word if pressed again.

CONTROL + A | Move to the beginning of the line or paragraph.

CONTROL + E | Move to the end of a line or paragraph.

CONTROL + F | Move one character forward.

CONTROL + B | Move one character backward.

CONTROL + L | Center the cursor or selection in the visible area.

CONTROL + P | Move up one line.

CONTROL + N | Move down one line.

CONTROL + O | Insert a new line after the insertion point.

CONTROL + T | Swap the character behind the insertion point with the character in front of the insertion point.

⌘ + LEFT CURLY BRACKET ({) | Left align.

⌘ + RIGHT CURLY BRACKET (}) | Right align.

⇧ + VERTICAL BAR (|) | Center align.

⌥ + ⌘ + F | Go to the search field.

⌥ + ⌘ + T | Show or hide a toolbar in the app.

⌥ + ⌘ + C | Copy Style / Copy the formatting settings of the selected item to the Clipboard.

⌥ + ⌘ + V | Paste Style / Apply the copied style to the selected item.

⌥ + ⇧ + ⌘ + V | Paste and Match Style / Apply the style of the surrounding content to the item pasted within that content.

⌥ + ⌘ + I | Show or hide the inspector window.

⇧ + ⌘ + P | Page setup / Display a window for selecting document settings.

⇧ + ⌘ + S | Display the Save As dialog, or duplicate the current document.

⇧ + MINUS SIGN (-) | Decrease the size of the selected item.

⇧ + PLUS SIGN (+) OR EQUAL SIGN (=) | Increase the size of the selected item.

⇧ + QUESTION MARK (?) | Open the Help menu.

## Sleep, log out, and shut down shortcuts

POWER BUTTON | Press to turn on your Mac or wake it from sleep. Press and hold for 1.5 seconds to put your Mac to sleep. Continue holding to force your Mac to turn off.

⌥ + ⌘ + POWER BUTTON | Put your Mac to sleep.

CONTROL + MEDIA EJECT | Display a dialog asking whether you want to restart, sleep, or shut down.

CONTROL + ⌘ + POWER BUTTON | Force your Mac to restart, without prompting to save any open and unsaved documents.

CONTROL + ⌘ + Q | Immediately lock your screen.

## Finder and system shortcuts

⌘ + C | Copy the selected item to the Clipboard.

⌥ WHILE DRAGGING | Copy the dragged item to the destination folder.

⌘ + V | Paste the contents of the Clipboard into the current document or app.

⌘ + D | Duplicate the selected files.

CONTROL + ⌘ + A | Make an alias of the selected item.

⌥ + ⌘ WHILE DRAGGING | Make an alias of the dragged item in the destination folder.

⌘ + F | Start a Spotlight search in the Finder window.

⇧ + ⌘ + N | Create a new folder.

⌥ + ⌘ + D | Show or hide the Dock.

⌘ + DELETE | Move the selected item to the Trash.

⇧ + ⌘ + DELETE | Empty the Trash.

⌥ + ⇧ + ⌘ + DELETE | Empty the Trash without confirmation dialog.

⇧ + ⌘ + C | Open the Computer window.

⇧ + ⌘ + D | Open the desktop folder.

⇧ + ⌘ + F | Open the Recents window.

⌥ + ⌘ + L | Open the Downloads folder.

⇧ + ⌘ + O | Open the Documents folder.

⇧ + ⌘ + I | Open iCloud Drive.

⇧ + ⌘ + R | Open the AirDrop window.

Source: support.apple.com

SciMed
Get. Software. Done.