KeyboardGym

Build career-ready PC skills

Windows keyboard shortcuts cheat sheet

Action	Keys
Open the Start menu	`Windows`
Show the desktop	`Windows + D`
Open Settings	`Windows + I`
Open Search	`Windows + S`
Open Quick Settings	`Windows + A`
Open the notification center	`Windows + N`
Switch between apps and windows	`Alt + Tab`
Open Task View	`Windows + Tab`
Snap a window to the left or right	`Windows + ← / →`
Maximize or minimize a window	`Windows + ↑ / ↓`
Move a window to another monitor	`Windows + Shift + ← / →`
Show snap layouts	`Windows + Z`
Minimize all windows	`Windows + M`
Minimize all but the active window	`Windows + Home`
Close the active window	`Alt + F4`
Add a virtual desktop	`Windows + Ctrl + D`
Switch virtual desktops	`Windows + Ctrl + ← / →`
Close a virtual desktop	`Windows + Ctrl + F4`
Open File Explorer	`Windows + E`
Rename a file or folder	`F2`
Create a new folder	`Ctrl + Shift + N`
Go back to the previous folder	`Alt + ←`
Go forward to the next folder	`Alt + →`

Action	Keys
Go up to the parent folder	`Alt + ↑`
Open Properties	`Alt + Enter`
Delete a file	`Delete`
Select all	`Ctrl + A`
Copy	`Ctrl + C`
Cut	`Ctrl + X`
Paste	`Ctrl + V`
Undo	`Ctrl + Z`
Redo	`Ctrl + Y`
Find text	`Ctrl + F`
Replace text	`Ctrl + H`
Save	`Ctrl + S`
Open clipboard history	`Windows + V`
Switch input language	`Windows + Space`
Start voice typing	`Windows + H`
Open the emoji panel	`Windows + .`
Take a screenshot of an area	`Windows + Shift + S`
Copy the whole screen	`PrintScreen`
Change the display mode	`Windows + P`
Open Run	`Windows + R`
Open Task Manager	`Ctrl + Shift + Esc`
Lock your PC	`Windows + L`
Open the Quick Link menu	`Windows + X`