



Windows Shortcuts Guide

The shortcuts that actually save time day to day, grouped by what they're for.

Window Management

Win + D

Show or hide the desktop.

Win + Tab

Open Task View (all open windows and virtual desktops).

Alt + Tab

Switch between open windows.

Win + ← / →

Snap the current window to the left or right half of the screen.

Win + ↑ / ↓

Maximize or minimize the current window.

Win + L

Lock the PC.

Alt + F4

Close the active window or app.

Virtual Desktops

Win + Ctrl + D

Create a new virtual desktop.

Win + Ctrl + ← / →

Switch between virtual desktops.

Win + Ctrl + F4

Close the current virtual desktop.

File Explorer

Win + E

Open File Explorer.

Ctrl + Shift + N

Create a new folder.

F2

Rename the selected file or folder.

Delete

Send the selected item to the Recycle Bin.

Shift + Delete

Permanently delete the selected item, skipping the Recycle Bin.

Alt + ↑

Go up one folder level.

Text Editing

Ctrl + C / X / V

Copy, cut, and paste.

Ctrl + Z / Y

Undo and redo.

Ctrl + A

Select all.

Ctrl + F

Open find (in most apps and browsers).

Ctrl + Backspace

Delete the previous whole word instead of one character.

Ctrl + → / ←

Jump the cursor one word at a time.

System & Utility

Win + I

Open Settings.

Win + R

Open the Run dialog.

Win + X

Open the quick-access power-user menu.

Ctrl + Shift + Esc

Open Task Manager directly.

Win + Shift + S

Open the snipping tool to capture part of the screen.

Win + .

Open the emoji picker.

Browser (Chrome / Edge / Firefox)

Ctrl + T

Open a new tab.

Ctrl + Shift + T

Reopen the last closed tab.

Ctrl + W

Close the current tab.

Ctrl + L

Jump to the address bar.

Ctrl + Tab

Switch to the next tab.