

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 apps.









Most apps also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of apps 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 apps, such as Paint and WordPad, shows commands that are labeled with additional keys that you can press to use them.

Note

- If you're looking for new ways to use a mouse and keyboard, Visit: <http://windows.microsoft.com/en-in/windows-8/mouse-keyboard-whats-new>
- New keyboard shortcuts

The following table contains new keyboard shortcuts that you can use in Windows.

Press this key	To do this
Windows logo key  +start typing	Search your PC
Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+scroll wheel	Zoom in or out of a large number of items, like apps pinned to the Start screen
Windows logo key  +C	Open the charms In an app, open the commands for the app
Windows logo key  +F	Open the Search charm to search 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  +O	Lock the screen orientation (portrait or landscape)
Windows logo key  +Q	Open the Search charm to search everywhere or within an open app (if the app supports app search)

Press this key	To do this
Windows logo key  +S	Open the Search charm to search Windows and the web
Windows logo key  +W	Open the Search charm to search settings
Windows logo key  +Z	Show the commands available in the app Note <ul style="list-style-type: none">You can also see some settings and options by going to the Settings charm when the app is open.
Windows logo key  +spacebar	Switch input language and keyboard layout
Windows logo key  +Ctrl+spacebar	Change to a previously selected input
Windows logo key  +Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
Windows logo key  +Shift+period (.)	Snaps an app to the left
Windows logo key  +period (.)	Cycle through open apps
Esc	Stop or exit the current task

General keyboard shortcuts

The following table contains general keyboard shortcuts that you can use in Windows.









Press this key	To do this
F1	Display Help

Press this key	To do this
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 app
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 apps (except desktop apps)
Ctrl+F4	Close the active document (in apps 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 apps 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 apps 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 apps

Press this key	To do this
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
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
Esc	Stop or leave the current task












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

Press this key	To do this
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	Minimize 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)
Windows logo key +R	Open the Run dialog box
Windows logo key +S	Open the Search charm to search Windows and the web
Windows logo key +T	Cycle through apps 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 app Note <ul style="list-style-type: none">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

Press this key	To do this
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	Cycle through recently used apps (except desktop apps)
Windows logo key +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
Windows logo key +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
Windows logo key +Ctrl+B	Switch to the app that displayed a message in the notification area
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 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

Press this key	To do this
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  +Enter	Open Narrator
Windows logo key  +Shift+period (.)	Cycle through open apps
Windows logo key  +period (.)	Cycle through open apps
Windows logo key  + /	Initiate IME reversion
Windows logo key  +Alt+Enter	Open WindowsMedia Center
Windows logo key  +plus (+) or minus (-)	Zoom in or out using Magnifier
Windows logo key  +Esc	Exit Magnifier

Dialog box keyboard shortcuts

The following table contains keyboard shortcuts that you can use in dialog boxes.

Press this key	To do this
F1	Display Help
F4	Display the items in the active list
Ctrl+Tab	Move forward through tabs
Ctrl+Shift+Tab	Move back through tabs

Press this key	To do this
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 goes 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

The following table contains keyboard shortcuts for working with File Explorer windows or folders.

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 current 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 pane
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

Press this key	To do this
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window


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 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



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

Magnifier keyboard shortcuts

The following table contains keyboard shortcuts for working with Magnifier.

Press this key	To do this
Windows logo key  +plus (+) or minus (-)	Zoom in or out
Ctrl+Alt+Spacebar	Preview the desktop in full-screen mode
Ctrl+Alt+D	Switch to docked mode
Ctrl+Alt+F	Switch to full-screen mode
Ctrl+Alt+I	Invert colors
Ctrl+Alt+L	Switch to lens mode
Ctrl+Alt+R	Resize the lens
Ctrl+Alt+arrow keys	Pan in the direction of the arrow keys
Windows logo key  +Esc	Exit Magnifier

Narrator keyboard shortcuts

The following table contains keyboard shortcuts for working with Narrator.

Press this key	To do this
Spacebar or Enter	Activate current item
Tab and arrow keys	Move around on the screen
Ctrl	Stop reading
Caps Lock+D	Read item
Caps Lock+M	Start reading
Caps Lock+H	Read document
Caps Lock+V	Repeat phrase
Caps Lock+W	Read window
Caps Lock+Page Up or Page Down	Increase or decrease the volume of the voice
Caps Lock+plus (+) or minus (-)	Increase or decrease the speed of the voice
Caps Lock+Spacebar	Do default action
Caps Lock+Left or Right arrows	Move to previous/next item
Caps Lock+F2	Show commands for current item
Press Caps Lock twice in quick succession	Turn Caps Lock on or off

Press this key	To do this
Caps+Esc	Exit Narrator

Narrator touch keyboard shortcuts

The following table contains keyboard shortcuts for working with Narrator on a four-point tablet.

Press this key	To do this
Tap once with two fingers	Stop Narrator from reading
Tap three times with four fingers	Show all Narrator commands (including the ones not in this list)
Double-tap	Activate primary action
Triple-tap	Activate secondary action
Touch or drag a single finger	Read what’s under your fingers
Flick left/right with one finger	Move to next or previous item
Swipe left/right/up/down with two fingers	Scroll
Swipe down with three fingers	Start reading on explorable text

Remote Desktop Connection on the desktop keyboard shortcuts

The following table contains keyboard shortcuts for working with Remote Desktop Connection on the desktop.

Press this key	To do this
Alt+Page Up	Move between apps from left to right
Alt+Page Down	Move between apps from right to left
Alt+Insert	Cycle through apps in the order that they were started
Alt+Home	Display the Start screen
Ctrl+Alt+Break	Switch between a window and full screen
Ctrl+Alt+End	Display the Windows Security dialog box
Ctrl+Alt+Home	In full-screen mode, activate the connection bar
Alt+Delete	Display the system menu
Ctrl+Alt+minus (-) on the numeric keypad	Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+Print Screen on a local PC)
Ctrl+Alt+plus (+) on the	Place a copy of the entire client window area on the Terminal server clipboard

Press this key	To do this
numeric keypad	(provides the same functionality as pressing Print Screen on a local PC)
Ctrl+Alt+Right arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.
Ctrl+Alt+Left arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.

Windows Help viewer keyboard shortcuts



The following table contains keyboard shortcuts for working with the Help viewer.







Press this key	To do this
F3	Move the cursor to the search box
F10	Display the Options menu
Home	Move to the beginning of a topic
End	Move to the end of a topic
Alt+Left arrow	Move back to the previously viewed topic
Alt+Right arrow	Move forward to the next (previously viewed) topic
Alt+Home	Display the Help and Support home page
Alt+A	Display the customer support page
Alt+C	Display the Table of Contents
Alt+N	Display the Connection Settings menu
Ctrl+F	Search the current topic
Ctrl+P	Print a topic

App rearranging shortcuts

The following table contains keyboard shortcuts for rearranging modern apps.

Note

- Keep the Windows logo key  pressed down continuously while you're rearranging apps, from the moment you enter rearrange mode and through all the various rearrange commands. When you're done rearranging, release your finger from the Windows logo key  to select the current arrangement.

Press this key	To do this
Windows logo key  +. (period)	Enter rearrange mode and select apps or dividers across monitors
Windows logo key  +left arrow	Move app divider left
Windows logo key  +right arrow	Move app divider right
Windows logo key  +up arrow	Maximize app
Windows logo key  +down arrow	Close app
Windows logo key  +Esc	Exit rearrange mode