

# Windows 11 cheat sheet

## New in Windows 11

These shortcuts are new in Windows 11. They're complementary for the new features of the operating system, such as split notification center.

|         |                          |
|---------|--------------------------|
| Win + A | Open Quick Settings      |
| Win + N | Open Notification Center |
| Win + W | Open Windows Widgets     |
| Win + Z | Launch Snap Assist       |

Snap Assist is a new feature aims to enhance multitasking and window management. It improves the existing windows snapping feature.

|                |  |
|----------------|--|
| Win + C        | Open Chat in Microsoft Teams / Open Copilot (after Windows 11 23H2 update)       |
| Win + Ctrl + C | Toggle color filter (only works if shortcut is enabled in Color Filter settings) |

## PowerToys

|                |                                       |
|----------------|---------------------------------------|
| Win + Ctrl + T | Toggle always on top (for any window) |
|----------------|---------------------------------------|

## General

|   |   |
|---|---|
| Ctrl + X                                    | Cut the selected item                                       |
| Ctrl + C                                    | Copy the selected item                                      |
| Ctrl + Insert or 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               |
| Win + L                                     | Lock your PC  |
| Win + 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 |

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| 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   |
| Shift + Alt + Esc        | Cycle backward through items in the order in which they were opened  |
| Alt + [A - Z]            | (underlined letter) Perform the command for that letter  |
| Alt + Enter              | Display properties for the selected item   |
| Alt + Space              | 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 Del          | Delete the selected item and move it to the Recycle Bin  |
| Ctrl + R or Ctrl + 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 +           | When a tile is in focus on the   |

|                              |   |
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| Arrow keys                   | Start menu, move it into another tile to create a folder                              |
| Ctrl + Arrow keys            | Resize the Start menu when it's open  |
| Ctrl + Arrow keys then Space | Select multiple individual items in a window or on the desktop                        |
| Ctrl + Shift + Arrow keys    | 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 + Space                 | Turn the Chinese input method editor (IME) on or off                                  |
| Shift + F10                  | Display the shortcut menu for the selected item                                       |
| Shift + Arrow keys           | Select more than one item in a window or on the desktop, or select text in a document |
| Shift + Del                  | 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  |
| Print Screen                 | 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.

## With Windows key

|         |                                    |
|---------|------------------------------------|
| Win     | Open or close Start                |
| Win + A | Open Quick Settings                |
| Win + N | Open Notification Center           |
| Win + B | Set focus in the notification area |
| Win + C | Open Cortana in listening mode     |
| Win + W | Open Windows Widgets               |
| Win + Z | Launch Snap Assist                 |

## 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.

|                 |   |
|-----------------|---|
| Win + Shift + C | Open the charms menu                              |
| Win + D         | Display and hide the desktop                      |
| Win + Alt + D   | Display and hide the date and time on the desktop |
| Win + E         | Open File Explorer                                |
| Win + F         | Open Feedback Hub and take a screenshot           |
| Win + G         | Open Game bar when a game is open                 |
| Win + H         | Start dictation                                   |
| Win + I         | Open Settings                                     |
| Win + 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.

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| Win + K         | Open the Connect quick action            |
| Win + L         | Lock your PC or switch accounts          |
| Win + M         | Minimize all windows                     |
| Win + O         | Lock device orientation                  |
| Win + P         | Choose a presentation display mode       |
| Win + Ctrl + Q  | Open Quick Assist                        |
| Win + R         | Open the Run dialog box                  |
| Win + S         | Open search                              |
| Win + Shift + S | Take a screenshot of part of your screen |
| Win + T         | Cycle through apps on the taskbar        |
| Win + U         | Open Ease of Access Center               |
| Win + V         | Open the clipboard                       |

Note: To activate this shortcut, select Start > Settings > System > Clipboard, and turn on the toggle under Clipboard history.

|                              |   |
|------------------------------|---|
| Win + Shift + V              | Cycle through notifications   |
| Win + X                      | Open the Quick Link menu  |
| Win + Y                      | Switch input between Windows Mixed Reality and your desktop   |
| Win + Z                      | Show the commands available in an app in full-screen mode   |
| Win + . or Win + ;           | Open emoji panel  |
| Win + ,                      | Temporarily peek at the desktop   |
| Win + Pause                  | Display the System Properties dialog box  |
| Win + Ctrl + F               | Search for PCs (if you're on a network)   |
| Win + Shift + M              | Restore minimized windows on the desktop  |
| Win + [1 - 9]                | 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 |
| Win + Shift + [1 - 9]        | Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number                                  |
| Win + Ctrl + [1 - 9]         | Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number                      |
| Win + Alt + [1 - 9]          | Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number                                   |
| Win + Ctrl + Shift + [1 - 9] | Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator                                |
| Win + Tab                    | Open Task view  |
| Win + Up arrow               | Maximize the window   |
| Win + Down arrow             | Remove current app from screen or minimize the desktop window   |
| Win + Left arrow             | Maximize the app or desktop window to the left side of the screen   |
| Win + Right arrow            | Maximize the app or desktop window to the right side of the screen  |

|  |   |
|--|---|
| Win + Home                             | Minimize all except the active desktop window (restores all windows on second stroke) |
| Win + Shift + Up arrow                 | Stretch the desktop window to the top and bottom of the screen                        |
| Win + Shift + Down arrow               | Restore/minimize active desktop windows vertically, maintaining width                 |
| Win + Shift + Left arrow / Right arrow | Move an app or window in the desktop from one monitor to another                      |
| Win + Space                            | Switch input language and keyboard layout   |
| Win + Ctrl + Space                     | Change to a previously selected input   |
| Win + Ctrl + Enter                     | Turn on Narrator  |
| Win + +                                | Open Magnifier  |
| Win + /                                | Begin IME reversion   |
| Win + Ctrl + V                         | Open shoulder taps  |
| Win + Ctrl + Shift + B                 | Wake PC from blank or black screen  |

## Dialog boxes

|                    |  |
|--------------------|--|
| F4                 | Display the items in the active list   |
| Ctrl + Tab         | Move forward through tabs  |
| Ctrl + Shift + Tab | Move back through tabs   |
| Ctrl + [1 - 9]     | Move to nth tab  |
| Tab                | Move forward through options   |
| Shift + Tab        | Move back through options  |
| Alt + [A - Z]      | (underlined letter) Perform the command (or select the option) that is used with that letter |
| Space              | 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

|                                |  |
|--------------------------------|--|
| Alt + D                        | Select the address bar   |
| Ctrl + E or Ctrl + F           | Select the search box  |
| Ctrl + N                       | Open a new window  |
| Ctrl + W                       | Close the active window  |
| Ctrl + Wheel up and wheel down | 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 + Num *               | Display all subfolders under the selected folder   |
| Num Lock + Num +               | Display the contents of the selected folder  |
| Num Lock + Num -               | 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 or 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

|                          |   |
|--------------------------|---|
| Win + Tab                | Open Task view  |
| Win + Ctrl + D           | Add a virtual desktop                                       |
| Win + Ctrl + Right arrow | Switch between virtual desktops you've created on the right |
| Win + Ctrl + Left        | Switch between virtual desktops                             |

arrow you've created on the left

|                 |  |
|-----------------|--|
| Win + Ctrl + F4 | Close the virtual desktop you're using |
|-----------------|--|

## Taskbar

|                           |   |
|---------------------------|---|
| Shift + Left click        | (click a taskbar button) Open an app or quickly open another instance of an app |
| Ctrl + Shift + Left click | (click a taskbar button) Open an app as an administrator                        |
| Shift + Right click       | (right click a taskbar button) Show the window menu for the app                 |
| Shift + Right click       | (right-click a grouped taskbar button) Show the window menu for the group.      |
| Ctrl + Left click         | (click a grouped taskbar button) Cycle through the windows of the group         |

## Settings

|           |                                   |
|-----------|-----------------------------------|
| Win + I   | Open settings                     |
| Backspace | Go back to the settings home page |

Type on any page with search box: Search settings

## Less known shortcuts

|                              |                               |
|------------------------------|-------------------------------|
| Ctrl + Win + Alt + Shift + L | Open LinkedIn in web browser  |
| Ctrl + Shift + Alt + Win + W | Open Word 365 in web browser  |
| Ctrl + Shift + Alt + Win + T | Open Teams in web browser     |
| Ctrl + Shift + Alt + Win + X | Open Excel in web browser     |
| Ctrl + Shift + Alt + Win + P | Open Word in web browser      |
| Ctrl + Shift + Alt + Win + O | Open Outlook/Mail application |

## More Windows keyboard shortcuts

Command Prompt shortcuts

Continuum shortcuts

Taking screenshots

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*More information: [defkey.com/windows-11-shortcuts](https://defkey.com/windows-11-shortcuts)*

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