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
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

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.

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 reconversion
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 arrow	Switch between virtual desktops 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

Last modification: 1/4/2024 10:40:59 PM

More information: defkey.com/windows-11-shortcuts

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