

General Shortcuts

1. **Ctrl + A**: Select all items in a document or window.
2. **Ctrl + C**: Copy the selected item.
3. **Ctrl + X**: Cut the selected item.
4. **Ctrl + V**: Paste the selected item.
5. **Ctrl + Z**: Undo an action.
6. **Ctrl + Y**: Redo an action.
7. **Ctrl + F**: Find items in a document or open a search window.
8. **Ctrl + S**: Save the current document.
9. **Ctrl + P**: Print the current document.
10. **Alt + F4**: Close the active item or exit the active app.

Windows Key Shortcuts

11. **Windows + D**: Display and hide the desktop.
12. **Windows + E**: Open File Explorer.
13. **Windows + I**: Open Settings.
14. **Windows + L**: Lock your PC or switch accounts.
15. **Windows + M**: Minimize all windows.
16. **Windows + R**: Open the Run dialog box.
17. **Windows + S**: Open Search.
18. **Windows + U**: Open Ease of Access Center.
19. **Windows + X**: Open the Quick Link menu.
20. **Windows + Tab**: Open Task View.

File Explorer Shortcuts

21. **Ctrl + N**: Open a new window.
22. **Ctrl + W**: Close the current window.
23. **Ctrl + Shift + N**: Create a new folder.
24. **Alt + D**: Select the address bar.
25. **Ctrl + E**: Select the search box.
26. **Ctrl + Shift + E**: Display all folders above the selected folder.

- 27. **Ctrl + Shift + Number (1-8)**: Change the view of the current window.
- 28. **Alt + P**: Display the preview pane.
- 29. **Alt + Enter**: Open the Properties dialog box for the selected item.
- 30. **F2**: Rename the selected item.

Taskbar Shortcuts

- 31. **Windows + T**: Cycle through apps on the taskbar.
- 32. **Windows + Number (1-9)**: Open the app pinned to the taskbar in the position indicated by the number.
- 33. **Windows + Alt + Number (1-9)**: Open the Jump List for the app pinned to the taskbar in the position indicated by the number.
- 34. **Windows + Ctrl + Number (1-9)**: Switch to the last active window of the app pinned to the taskbar in the position indicated by the number.
- 35. **Windows + Shift + Number (1-9)**: Open a new instance of the app pinned to the taskbar in the position indicated by the number.
- 36. **Ctrl + Click a grouped taskbar button**: Cycle through the windows of the group.
- 37. **Shift + Click a taskbar button**: Open an app or quickly open another instance of an app.
- 38. **Shift + Right-click a taskbar button**: Show the window menu for the app.
- 39. **Shift + Right-click a grouped taskbar button**: Show the window menu for the group.
- 40. **Ctrl + Shift + Click a taskbar button**: Open an app as an administrator.

Ease of Access Shortcuts

- 41. **Windows + U**: Open Ease of Access Center.
- 42. **Windows + Ctrl + C**: Turn on color filters (must be enabled in Color Filter settings).
- 43. **Windows + Enter**: Open Narrator.
- 44. **Windows + Plus (+)**: Open Magnifier.
- 45. **Windows + Esc**: Close Magnifier.
- 46. **Windows + Alt + D**: Display the date and time on the desktop.
- 47. **Windows + Ctrl + N**: Open Narrator settings.
- 48. **Windows + Ctrl + S**: Open Speech Recognition.
- 49. **Windows + Ctrl + O**: Turn on the On-Screen Keyboard.
- 50. **Windows + Ctrl + Shift + B**: Wake up the PC from a black or blank screen.

Magnifier Shortcuts

- 51. **Windows + Plus (+)**: Zoom in.
- 52. **Windows + Minus (-)**: Zoom out.
- 53. **Ctrl + Alt + I**: Invert colors.
- 54. **Ctrl + Alt + Arrow keys**: Pan in the direction of the arrow keys.
- 55. **Ctrl + Alt + D**: Switch to docked mode.
- 56. **Ctrl + Alt + F**: Switch to full-screen mode.
- 57. **Ctrl + Alt + L**: Switch to lens mode.
- 58. **Ctrl + Alt + M**: Cycle through views.
- 59. **Ctrl + Alt + R**: Resize the lens.
- 60. **Ctrl + Alt + Spacebar**: Preview the desktop in full-screen mode.

Narrator Shortcuts

- 61. **Ctrl + Windows + Enter**: Start or stop Narrator.
- 62. **Caps Lock + M**: Start reading.
- 63. **Caps Lock + P**: Pause reading.
- 64. **Caps Lock + R**: Resume reading.
- 65. **Caps Lock + S**: Stop reading.
- 66. **Caps Lock + T**: Read the current window.
- 67. **Caps Lock + W**: Read the current item.
- 68. **Caps Lock + X**: Read the next item.
- 69. **Caps Lock + Z**: Read the previous item.
- 70. **Caps Lock + F**: Search for text.

Remote Desktop Connection Shortcuts

- 71. **Alt + Page Up**: Move between apps from left to right.
- 72. **Alt + Page Down**: Move between apps from right to left.
- 73. **Alt + Insert**: Cycle through apps in the order they were started.
- 74. **Alt + Home**: Display the Start menu.
- 75. **Ctrl + Alt + Break**: Switch between a window and full screen.

- 76. **Ctrl + Alt + End:** Display the Windows Security dialog box.
- 77. **Ctrl + Alt + Minus (-):** Place a snapshot of the active window in the clipboard.
- 78. **Ctrl + Alt + Plus (+):** Place a snapshot of the entire client window in the clipboard.
- 79. **Ctrl + Alt + Right arrow:** Tab out of the Remote Desktop controls.
- 80. **Ctrl + Alt + Left arrow:** Tab into the Remote Desktop controls.

Help Viewer Shortcuts

- 81. **F1:** Display Help.
- 82. **Ctrl + F:** Search within the Help Viewer.
- 83. **Alt + Left arrow:** Move back to the previously viewed topic.
- 84. **Alt + Right arrow:** Move forward to the next (previously viewed) topic.
- 85. **Alt + Home:** Display the Help Viewer home page.
- 86. **Alt + A:** Display the customer support page.
- 87. **Alt + C:** Display the Table of Contents.
- 88. **Alt + N:** Display the Connection Settings menu.
- 89. **Alt + P:** Print the current topic.
- 90. **Alt + F4:** Close the Help Viewer.

App Rearrangement Shortcuts (Metro)

- 91. **Windows + Shift + Period (.):** Snap an app to the left.
- 92. **Windows + Period (.):** Snap an app to the right.
- 93. **Windows + Up arrow:** Maximize the app.
- 94. **Windows + Down arrow:** Minimize the app.
- 95. **Windows + Left arrow:** Snap the app to the left.
- 96. **Windows + Right arrow:** Snap the app to the right.
- 97. **Windows + Shift + Up arrow:** Stretch the app to the top and bottom of the screen.
- 98. **Windows + Shift + Down arrow:** Restore/minimize the app vertically.
- 99. **Windows + Ctrl + D:** Add a virtual desktop.
- 100. **Windows + Ctrl + F4:** Close the current virtual desktop.

Additional Shortcuts

- 101. **Ctrl + Shift + Esc:** Open Task Manager.

- 102. **Ctrl + Shift + N:** Create a new folder.
- 103. **Ctrl + Shift + T:** Reopen the last closed tab in your browser.
- 104. **Ctrl + Shift + Delete:** Open the Clear Browsing Data options in your browser.
- 105. **Ctrl + Shift + V:** Paste without formatting.
- 106. **Ctrl + Shift + S:** Save as.
- 107. **Ctrl + Shift + P:** Print in your browser.
- 108. **Ctrl + Shift + L:** Lock your PC.
- 109. **Ctrl + Shift + E:** Center align text.
- 110. **Ctrl + Shift + R:** Right align text.

