

WINDOWS SHORTCUT KEY COMBINATIONS

| SHORTCUT KEY COMBO | FUNCTION |
|--------------------------------|---|
| SHIFT (during boot) | Enter <u>Safe Mode</u> |
| F8 (during boot) | Display <u>Windows Start & Diagnostic</u> menu |
| ALT + TAB | Forward scroll through open applications |
| ALT + SHIFT + TAB | Reverse scroll through open applications |
| WINDOWS + TAB | Live view of open applications (Vista & higher) |
| WINDOWS (or CTRL + ESC) | Display the <u>Start Menu</u> |
| CTRL + + (on numeric Keypad) | Resize column to length of longest line |
| SHIFT + * (on numeric Keypad) | List all subfolders of currently open folder in <u>Windows Explorer</u> |
| F1 | Display help for the current application |
| F2 | Rename highlighted object |
| ALT + D (or F4) | Place cursor in <u>Address Bar</u> of <u>Windows Explorer</u> |
| F5 | Refresh contents in <u>Internet Explorer</u> |
| ALT + F4 | Close current application |
| CTRL + F4 | Close open window in current application |
| CTRL + N | Open new window in current application |
| CTRL + Z | Undo last edit in current document or field |
| CONTEXT (or SHIFT + F10) | Display the context menu |
| SHIFT + DEL | Permanently delete item, no Recycle Bin |
| F10 | Display <u>Menu Bar</u> options |
| SHIFT + F10 | Display the <u>Context Menu</u> |
| SHIFT (while inserting CD/DVD) | Prevents auto-play of CD/DVD |
| CTRL + A | Select all |
| SHIFT (hold & select items) | Select multiple items inclusively |
| CTRL (hold & select items) | Select multiple items individually |
| ALT + PRINT SCREEN | Copy image of current application to the clipboard |
| CTRL + C | Copy highlighted item to the clipboard |
| CTRL + X | Cut to the clipboard |
| CTRL + V | Paste from the clipboard |
| CTRL + B | Make current selection bold |
| CTRL + U | Underline current selection |
| WINDOWS | Toggle Start Menu |
| WINDOWS + D | Toggle display of the desktop |
| WINDOWS + E | Start <u>Windows Explorer</u> |
| WINDOWS + F (F3 for find next) | Display <u>Windows Search</u> |
| WINDOWS + CTRL + F | Display <u>Search for Computers</u> |
| WINDOWS + F1 | Display the <u>Windows Help</u> |
| WINDOWS + L | Lock the computer |
| WINDOWS + R | Display <u>Run</u> to execute a command |
| WINDOWS + PAUSE | Display <u>Windows System Properties</u> |
| WINDOWS + + | Zoom in (W7) |
| WINDOWS + - | Zoom out (W7) |

| SHORTCUT KEY COMBO | FUNCTION |
|---------------------------|--|
| WINDOWS + # (1-9) | Open application pinned to <u>Taskbar</u> at position # (W7) |
| SHIFT + WINDOWS + # (1-9) | New open of application pinned to <u>Taskbar</u> at pos'n # (W7) |
| ALT + WINDOWS + # (1-9) | Open jump list of application pinned to <u>Taskbar</u> at pos'n # (W7) |
| WINDOWS + T | Set focus to <u>Taskbar</u> items and scroll (W7) |
| WINDOWS + B | Set focus to <u>System Tray</u> items (by clock) (W7) |
| WINDOWS + HOME | Minimize all open windows except current window (W7) |
| WINDOWS + Space | Show desktop (W7) |
| WINDOWS + ↑ | Maximize current window (W7) |
| WINDOWS + ↓ | Minimize current window (W7) |
| WINDOWS + ← | Snap current window to left of display (W7) |
| WINDOWS + → | Snap current window to right of display (W7) |
| WINDOWS + SHIFT + ← | Move current window to 2 nd monitor (left) (W7) |
| WINDOWS + SHIFT + → | Move current window to 2 nd monitor (right) (W7) |
| WINDOWS + T | Show preview of open applications (W7) |
| WINDOWS + G | Display gadgets over other windows (W7) |
| WINDOWS + A | Open Action Center (W10) |
| WINDOWS + C | Open Cortana in listening mode (W10) |
| WINDOWS + G | Open Game Bar when game is open (W10) |
| WINDOWS + H | Open Share charm (W10) |
| WINDOWS + I | Open Settings (W10) |
| WINDOWS + K | Open Connect quick action (W10) |
| WINDOWS + M | Minimize all open windows (W10) |
| WINDOWS + S | Open Search (W10) |
| WINDOWS + U | Open Ease of Access Center (W10) |
| WINDOWS + X | Open Quick Link menu (W10) |
| WINDOWS + COMMA | Peek at desktop (W10) |
| WINDOWS + CTRL + D | Create new virtual desktop (W10) |
| WINDOWS + CTRL + ← (or →) | Rotate left (or right) through virtual desktops (W10) |
| WINDOWS + CTRL + F4 | Close current virtual desktop (W10) |
| WINDOWS + ENTER | Start Narrator (W10) |
| WINDOWS + PRT SCR | Save screenshot to Screenshots folder (W10) |
| WINDOWS + SHIFT + ↑ | Stretch current window to top & bottom of screen (W10) |
| WINDOWS + TAB | Open Task View (W10) |
| CTRL + SHIFT + ESC | Open Task Manager (W10) |
| ALT + ← | Go back (W10) |
| ALT + → | Go forward (W10) |
| ALT + PGUP | Move up one screen (W10) |
| ALT + PGDN | Move down one screen (W10) |
| CTRL + ALT + TAB | View all open applications (W10) |

W7 & W10 indicate Windows version shortcut key was introduced
List courtesy ELM Computer Systems Inc. – www.elmcomputers.com