

Windows OS Shortcuts Cheatsheet

A comprehensive guide to Windows operating system shortcuts, designed to boost productivity and efficiency. This cheat sheet covers essential keyboard shortcuts for navigation, file management, system operations, and more.



Basic Navigation & File Management

Core Navigation Shortcuts

Win +	Show or hide the desktop.
Win +	Open File Explorer.
Alt +	Switch between open apps. Win + Tab opens Task View.
Alt +	Close the current item or exit the current app.
Ctrl +	Open Start menu.
Win +	Temporarily peek at the Desktop.

File Explorer Essentials

Ctrl + N	Open a new window.
Ctrl + W	Close the current window.
Ctrl + Shift + N	Create a new folder.
Alt + Up Arrow	Go to the parent folder.
Alt + Left Arrow	Go back.
Alt + Right Arrow	Go forward.

File Operations

Ctrl + C	Сору
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Delete	Delete

System & Task Management

System Control Shortcuts

Win + L	Lock your PC.
Win + PrtScn	Take a screenshot and save it to the Pictures\Screenshots folder.
Win + Shift + S	Open the Snipping Tool to capture a specific area of the screen.
Win + Ctrl + D	Add a virtual desktop.
Win + Ctrl + Left/Right Arrow	Switch between virtual desktops.
Win + Ctrl + F4	Close the current virtual desktop.

Task Management

Ctrl + Shift + Esc	Open Task Manager.
Win + Shift +	Restore minimized windows.
Win +	Cycle through apps on the taskbar.
Win + [Number	Open the app pinned to the taskbar in the position indicated by the number. Win+1 opens the first app.
Win + Alt + [Number	Opens the jump list for the app pinned to the taskbar in the position indicated by the number.
Win +	Select the first icon in the notification

Windows Tools Access

Win + R	Open the Run dialog box.
Win + X	Open the Quick Link menu (Power User menu).
Win + I	Open Settings.
Win + A	Open the Action Center.
Win + S or Win + Q	Open Windows Search.
Win + H	Open Dictation.

Text Manipulation & Accessibility

Text Editing Shortcuts

Ctrl + A	Select all items in a document or window.
Ctrl + B	Bold selected text.
Ctrl + I	Italicize selected text.
Ctrl + U	Underline selected text.
Ctrl + Shift + >	Increase font size.
Ctrl + Shift + <	Decrease font size.

Accessibility Features

area.

В

Win + Plus Sign (+)	Open Magnifier.
Win + Ctrl + 0	Open the On-Screen Keyboard.
Left Alt + Left Shift + PrtScn	Turn High Contrast on or off.
Left Alt + Left Shift + Num Lock	Turn Mouse Keys on or off.
Shift key five times	Turn Sticky Keys on or off.
(Win + V)	Open Clipboard history.

Dialog Box Shortcuts

Alt + Underlined letter	Perform the command associated with that letter.
Ctrl +	Move forward through tabs.
Ctrl + Shift + Tab	Move back through tabs.
Enter	Activate the selected option or button.
Spacebar	Select or clear the check box if the active option is a check box.
F4	Display the items in the active list.

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Advanced Windows Key Shortcuts

Window Management

Win + Up Arrow	Maximize the current window.
Win + Down Arrow	Minimize the current window, or restore if maximized.
Win + Left Arrow	Snap the current window to the left side of the screen.
Win + Right Arrow	Snap the current window to the right side of the screen.
Win + Shift + Left Arrow	Move the window to the monitor on the left.
Win + Shift + Right Arrow	Move the window to the monitor on the right.

Windows Key Combinations

Win + Tab	Open Task View.
Win + Spacebar	Switch input language and keyboard layout.
Win + Ctrl + Spacebar	Switch to a previously selected input.
Win + . or Win + ;	Open the emoji panel.
Win + Alt +	Show and hide the date and time on the desktop.
(Win + Pause	Display the System Properties dialog box.

Shortcuts in Command Prompt

Ctrl + C or Ctrl + Insert	Copy the selected text.
Ctrl + V or Shift + Insert	Paste the selected text.
Ctrl + A	Select all text.
Ctrl + Up/Down Arrow	Move the cursor one line up or down in the command history.
Esc	Clear the current command line.
F7	Display command history.

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