

Keyboard Shortcuts For Windows 7 - 8 - 8.1 - 10

Revised: 12th January 2018





























| Windows 8 / 8.1 / 10 Specific Keyboard Shortcuts (page 1) | |
|--|--|
| Keystroke | Function |
|  | Switch Between Metro Start Screen And the Last Accessed App |
|  + B | Go to first item in System Tray |
|  + Ctrl + B | Access The Program Displaying A Message In Notification Area |
|  + C | Access The Charms Bar |
|  + D | Show / Hide Desktop (Minimize / Restore All Windows) |
|  + E | Explorer Window |
|  + F | Access The File Search Screen |
|  + H | Access The Share Charm |
|  + I | Access The Settings Charm |
|  + K | Access Devices Charm |
|  + L | Lock Computer |
|  + M | Minimize All Windows |
|  + N | Additional File Explorer Window |
|  + O | Lock Screen Orientation |
|  + P | Access The Second Screen Bar |
|  + Q | Access The Apps Search Screen |
|  + R | Opens The Run Dialog Box |
|  + S | Opens The Search Charm |
|  + T | Taskbar Previews |
|  + U | Ease Of Access Centre |
|  + V | View All Active Toasts / Notifications |
|  + W | Access The Search Screen Charm |
|  + X | Admin Tools Menu |
|  + Z | Displays App Bar |
|  + . | Snap Metro App To The Right |

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| Windows 8 / 8.1 / 10 Specific Keyboard Shortcuts (page 2) | |
|--|--|
| Keystroke | Function |
|  + , | Peek At Desktop |
|  + Shift + . | Snap Metro App To The Left |
|  + Shift + V | View All Active Toasts/ Notifications In Reverse |
|  + Enter | Starts Windows Narrator |
|  + Tab | Access The Metro Taskbar |
|  + Mouse Scroll Wheel | Zoom In And Out On The Start Menu |
|  + (Plus Sign) + | Screen Zoom In |
|  + (Minus Sign) - | Screen Zoom Out |
|  + Print Screen. or & also:  + FN + Printscreen. | Saves a Screenshot in the Picture Library Screenshot Folder |
|  + Ctrl + F | Open Find Computers Dialog Box |
|  + Pause / Break | Open The System Page |
|  + 1..10 | Launch a program pinned on the Taskbar in the position indicated by the number Or, access a running program on the Taskbar in the position indicated by the number |
|  + Shift + 1..10 | Launch a new instance of a program pinned on the Taskbar in the position indicated by the number |
|  + Ctrl + 1..10 | Access the last active instance of a program pinned on the Taskbar in the position indicated by the number |
|  + Alt + 1..10 | Access the Jump List of a program pinned on the Taskbar in the position indicated by the number |
|  + B | Select the first item in the Notification Area then use the arrow keys to cycle through the items Press Enter to open the item |
|  + Ctrl + B | Access the program that is displaying a message in the Notification Area |
|  + Shift + M | Restore all minimized windows |
|  + Up Arrow | Maximize current window |
|  + Down Arrow | Minimize/restore current window |
|  + Home | Minimize all but the current window |
|  + Left Arrow | Tile window on the left side of the screen |
|  + Right Arrow | Tile window on the right side of the screen |
|  + Shift + Up Arrow | Extend current window from the top to the bottom of the screen |
|  + Shift + Left / Right Arrow | Move the current window from one monitor to the next |

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| Windows 8 / 8.1 / 10 Specific Keyboard Shortcuts (page 3) | |
|--|---------------------------------|
| Keystroke | Function |
|  + F1 | Launch Windows Help and Support |
| Office Use Only | |
| | |

| General Keyboard Shortcuts | |
|----------------------------|--|
| Keystroke | Function |
| Alt | Display a hidden Menu Bar |
| Alt + Home | Homepage |
| Alt + D | Select the Address Bar |
| Alt + P | Display the Preview Pane in Windows Explorer |
| Alt + F4 | Close the current window Open the Shut Down Windows dialog box from the Desktop |
| Alt + F + P | Open Command Prompt at Current Location |
| Alt + F + R | Open Power shell prompt at Current Location |
| Alt + Left Arrow | Back |
| Alt + Right Arrow | Forward |
| Alt + Up Arrow | Move up one folder level in Windows Explorer (Like the Up Arrow in XP) |
| Alt + Enter | Open the Properties dialog box of the selected item |
| Alt + Tab | Cycle forward through open windows |
| Alt + Shift + Tab | Cycle backward through open windows |
| Alt + Spacebar | Access the Shortcut menu for current window |
| Alt + Esc | Cycle between open programs in the order that they were opened |
| Alt + Enter | Open the Properties dialog box of the selected item |
| Alt + Prt Scr | Take a screen shot of the active Window and place it in the clipboard |
| For Office Use Only | |
| | |

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| General Keyboard Shortcuts (page 4) | |
|-------------------------------------|---|
| Keystroke | Function |
| Ctrl + A | Select All Items |
| Ctrl + B | Word Docs (Bold) / Internet Explorer (Favourites Manager) |
| Ctrl + C | Copy |
| Ctrl + D | Add Sites To Manager |
| Ctrl + E | Move Cursor to Address Bar To Search the Web |
| Ctrl + F or F3 | Find On Page |
| Ctrl + G | Internet Explorer (Feeds) |
| Ctrl + H | History |
| Ctrl + J | View Downloads |
| Ctrl + K | Duplicate Tab |
| Ctrl + N | Additional File Explorer Window |
| Ctrl + P | Print |
| Ctrl + R or F5 | Refresh Page |
| Ctrl + S | Save / Save As |
| Ctrl + T | Internet Explorer (New Tab) |
| Ctrl + U | View Source |
| Ctrl + V | Paste |
| Ctrl + W | Close Tab |
| Ctrl + X | Cut (Move) The Selected |
| Ctrl + Y | Redo An Action |
| Ctrl + Z | Undo An Action |
| Ctrl + Shift + N | Create new folder |
| Ctrl + Tab | Move Forward Through The Tabs |
| Ctrl + Shift + Esc | Open the Windows Task Manager |
| Ctrl + Alt + Delete | Access the Windows Security screen |

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| General Keyboard Shortcuts (page 5) | |
|-------------------------------------|---|
| Keystroke | Function |
| Ctrl + Mouse Scroll Wheel | Change View |
| Ctrl + L + F4 | Open Address Bar (Internet Explorer) |
| Ctrl + Esc | Switch Between Metro Screen And Last Accessed App |
| Page Up | Scroll forward on the Metro Start screen |
| Page Down | Scroll backward on the Metro Start screen |
| For Office Use Only | |
| | |

| General Keyboard Shortcuts | |
|---|--|
| Keystroke | Function |
| Esc | Close a charm |
| F1 | Display Help |
| F2 | Rename a file |
| F3 | Open Search |
| F4 | Display the Address Bar list |
| F5 | Refresh display |
| F6 | Cycle forward through elements in a window or dialog box |
| F7 | Display command history in a Command Prompt |
| F10 | Display hidden Menu Bar |
| F11 | Toggle full screen display |
| Home | Move to the top of the active window |
| End | Move to the bottom of the active window |
|  (App Key) | Access the context menu for the selected item |
| For Office Use Only | |
| | |