

Keyboard Shortcuts For Windows 7 - 8 - 8.1 - 10

Revised August 2015




























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	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
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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
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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
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