

Keyboard shortcuts

[Windows 8.1/Windows RT 8.1](#)

Keyboard shortcuts are combinations of two or more keys that you can use to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to work with your PC, saving you time and effort as you work with Windows and other apps.

Most apps also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of apps for accelerator keys. If a letter of a word is underlined in a menu, it usually means you can press the Alt key and the underlined key together instead of clicking that menu item. When you're using a touch keyboard, you can also see some shortcuts when you press the Ctrl key.

Pressing the Alt key in some apps, such as Paint and WordPad, shows commands that are labeled with additional keys that you can press to use them.

Note

- If you're looking for new ways to use a mouse and keyboard, see [Mouse and keyboard: What's new in Windows](#).

Using Windows

[Hide all](#)

[New keyboard shortcuts](#)

The following table contains new keyboard shortcuts that you can use in Windows.

Press this key

To do this

Windows logo key  +start typing

Search your PC

Ctrl+plus (+) or Ctrl+minus (-)

Zoom in or out of a large number of screen

Ctrl+scroll wheel

Zoom in or out of a large number of screen

Press this key

To do this

Windows logo key +C

Open the charms
In an app, open the commands

Windows logo key +F

Open the Search charm to search

Windows logo key +H

Open the Share charm

Windows logo key +I

Open the Settings charm

Windows logo key +K

Open the Devices charm

Windows logo key +O

Lock the screen orientation (portrait)

Windows logo key +Q

Open the Search charm to search
if the app supports app search)

Windows logo key +S

Open the Search charm to search

Windows logo key +W


Open the Search charm to search

Windows logo key +Z

Show the commands available in

Note

- You can also see some settings in the **Settings** charm when the

Windows logo key +spacebar

Switch input language and keyboard

Windows logo key +Ctrl+spacebar


Change to a previously selected

Press this key

To do this

Windows logo key +Tab

Cycle through recently used apps

Windows logo key +Ctrl+Tab

Cycle through recently used apps

Windows logo key +Shift+Tab

Cycle through recently used apps

Windows logo key +Shift+period (.)

Snaps an app to the left

Windows logo key +period (.)

Cycle through open apps

Esc

Stop or exit the current task

General keyboard shortcuts

The following table contains general keyboard shortcuts that you can use in Windows.

Press this key

To do this

F1

Display Help

F2

Rename the selected item

F3

Search for a file or folder

F4

Display the address bar list in File Explorer

F5

Refresh the active window

Press this key

To do this

F6

Cycle through screen elements in

F10

Activate the Menu bar in the act

Alt+F4

Close the active item, or exit the

Alt+Esc

Cycle through items in the order

Alt+underlined letter

Perform the command for that l

Alt+Enter

Display properties for the selecte

Alt+Spacebar

Open the shortcut menu for the

Alt+Left arrow

Back

Alt+Right arrow

Forward

Alt+Page Up

Move up one screen

Alt+Page Down

Move down one screen

Alt+Tab

Switch between open apps (exce

Ctrl+F4

Close the active document (in ap
documents open simultaneously)

Ctrl+A

Select all items in a document o

Press this key**To do this**

Ctrl+C (or Ctrl+Insert)

Copy the selected item

Ctrl+D (or Delete)

Delete the selected item and mo

Ctrl+R (or F5)

Refresh the active window

Ctrl+V (or Shift+Insert)

Paste the selected item

Ctrl+X

Cut the selected item

Ctrl+Y

Redo an action

Ctrl+Z

Undo an action

Ctrl+plus (+) or Ctrl+minus (-)

Zoom in or out of a large number
screen

Ctrl+ mouse scroll wheel

Change the size of desktop icons
items, like apps pinned to the St

Ctrl+Right arrow

Move the cursor to the beginning

Ctrl+Left arrow

Move the cursor to the beginning

Ctrl+Down arrow

Move the cursor to the beginning

Ctrl+Up arrow

Move the cursor to the beginning

Press this key

To do this

Ctrl+Alt+Tab

Use the arrow keys to switch between

Ctrl+arrow key (to move to an item)+Spacebar

Select multiple individual items

Ctrl+Shift with an arrow key

Select a block of text

Ctrl+Esc

Open the Start screen

Ctrl+Shift+Esc

Open Task Manager

Ctrl+Shift

Switch the keyboard layout when

Ctrl+Spacebar

Turn the Chinese input method

Shift+F10

Display the shortcut menu for the

Shift with any arrow key

Select more than one item in a window
within a document

Shift+Delete

Delete the selected item without

Right arrow

Open the next menu to the right

Left arrow

Open the next menu to the left,

Esc

Stop or leave the current task

[Windows logo key keyboard shortcuts](#)

The following table contains keyboard shortcuts that use the Windows logo key .

Press this key

To do this

Windows logo key  +F1

Open Windows Help and Support

Windows logo key 

Display or hide the Start screen

Windows logo key  +B

Set focus in the notification area

Windows logo key  +C

Open the Charms

Windows logo key  +D

Display and hide the desktop

Windows logo key  +E

Open File Explorer

Windows logo key  +F

Open the Search charm and search

Windows logo key  +H

Open the Share charm

Windows logo key  +I

Open the Settings charm

Windows logo key  +K

Open the Devices charm

Windows logo key  +L

Lock your PC or switch people

Windows logo key  +M

Minimize all windows

Windows logo key  +O

Lock device orientation

Press this key

To do this

Windows logo key  +P

Choose a presentation display m

Windows logo key  +Q

Open the Search charm to search
(app supports app search)

Windows logo key  +R

Open the **Run** dialog box

Windows logo key  +S

Open the Search charm to search

Windows logo key  +T


Cycle through apps on the taskb

Windows logo key  +U

Open Ease of Access Center

Windows logo key  +V

Cycle through notifications

Windows logo key  +Shift+V

Cycle through notifications in re

Windows logo key  +W

Open the Search charm and sea

Windows logo key  +X

Open the **Quick Link** menu

Windows logo key  +Z

Show the commands available in

Note

- You can also see some settings in the **Settings** charm when the

Windows logo key  +,

Temporarily peek at the desktop

Press this key


To do this

Windows logo key  +Pause


Display the **System Properties** dialog box.

Windows logo key  +Ctrl+F

Search for PCs (if you're on a network).

Windows logo key  +Shift+M

Restore minimized windows on the desktop.

Windows logo key  +number

Open the desktop and start the application indicated by the number. If the application is already open, it will be brought to the foreground.

Windows logo key  +Shift+number

Open the desktop and start a new application in the taskbar in the position indicated by the number.

Windows logo key  +Ctrl+number

Open the desktop and switch to the application in the taskbar in the position indicated by the number.

Windows logo key  +Alt+number

Open the desktop and open the application in the taskbar in the position indicated by the number.

Windows logo key  +Ctrl+Shift+number

Open the desktop and open a new application in the taskbar in the position on the taskbar as an address bar.

Windows logo key  +Tab

Cycle through recently used applications.

Windows logo key  +Ctrl+Tab

Cycle through recently used applications in reverse order.

Windows logo key  +Shift+Tab

Cycle through recently used applications in reverse order.

Windows logo key  +Ctrl+B

Switch to the app that displayed the taskbar button.

Press this key

To do this

Windows logo key  +Up arrow

Maximize the window

Windows logo key  +Down arrow

Remove current app from screen

Windows logo key  +Left arrow

Maximize the app or desktop window

Windows logo key  +Right arrow

Maximize the app or desktop window

Windows logo key  +Home

Minimize all but the active desktop window (second stroke)

Windows logo key  +Shift+Up arrow

Stretch the desktop window to top

Windows logo key  +Shift+Down arrow

Restore/minimize active desktop window

Windows logo key  +Shift+Left arrow or Right arrow

Move an app or window in the current taskbar

Windows logo key  +Spacebar

Switch input language and keyboard layout

Windows logo key  +Ctrl+Spacebar

Change to a previously selected input language

Windows logo key  +Enter

Open Narrator

Windows logo key  +Shift+period (.)

Cycle through open apps

Windows logo key  +period (.)

Cycle through open apps

Windows logo key  +/

Initiate IME reversion

Press this key

To do this

Windows logo key  +Alt+Enter

Open WindowsMedia Center

Windows logo key  +plus (+) or minus (-)

Zoom in or out using Magnifier

Windows logo key  +Esc

Exit Magnifier

[Dialog box keyboard shortcuts](#)

The following table contains keyboard shortcuts that you can use in dialog boxes.

Press this key

To do this

F1

Display Help

F4

Display the items in the active list

Ctrl+Tab

Move forward through tabs

Ctrl+Shift+Tab

Move back through tabs

Ctrl+**number** (number 1-9)

Move to **n**th tab

Tab

Move forward through options

Shift+Tab

Move back through options

Alt+**underlined letter**

Perform the command (or select)

Press this key

To do this

Spacebar

Select or clear the check box if t

Backspace

Open a folder one level up if a f
As or **Open** dialog box

Arrow keys

Select a button if the active opti

[File Explorer keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with File Explorer windows or folders.

Press this key

To do this

Alt+D

Select the address bar

Ctrl+E

Select the search box

Ctrl+F

Select the search box

Ctrl+N

Open a new window

Ctrl+W

Close the current window

Ctrl+mouse scroll wheel

Change the size and appearance

Ctrl+Shift+E

Display all folders above the sele

Ctrl+Shift+N

Create a new folder

Press this key

To do this

Num Lock+asterisk (*)

Display all subfolders under the

Num Lock+plus (+)

Display the contents of the selected

Num Lock+minus (-)

Collapse the selected folder

Alt+P

Display the preview pane

Alt+Enter

Open the **Properties** dialog box

Alt+Right arrow

View the next folder

Alt+Up arrow

View the folder that the folder was

Alt+Left arrow

View the previous folder

Backspace

View the previous folder

Right arrow

Display the current selection (if it

Left arrow

Collapse the current selection (if it
folder was in

End

Display the bottom of the active

Home

Display the top of the active window

F11

Maximize or minimize the active

[Taskbar keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

Press this key	To do this
Shift+click a taskbar button	Open an app or quickly open an app
Ctrl+Shift+click a taskbar button	Open an app as an administrator
Shift+right-click a taskbar button	Show the window menu for the app
Shift+right-click a grouped taskbar button	Show the window menu for the app
Ctrl+click a grouped taskbar button	Cycle through the windows of the app

[Ease of Access keyboard shortcuts](#)

The following table contains keyboard shortcuts that can help make your PC easier to use.

Press this key	To do this
Right Shift for eight seconds	Turn Filter Keys on and off
Left Alt+left Shift+Print Screen	Turn High Contrast on or off
Left Alt+left Shift+Num Lock	Turn Mouse Keys on or off
Shift five times	Turn Sticky Keys on or off
Num Lock for five seconds	Turn Toggle Keys on or off

Press this key

To do this

Windows logo key  +U

Open the Ease of Access Center

[Magnifier keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Magnifier.

Press this key

To do this

Windows logo key  +plus (+) or minus (-)

Zoom in or out

Ctrl+Alt+Spacebar

Preview the desktop in full-screen

Ctrl+Alt+D

Switch to docked mode

Ctrl+Alt+F

Switch to full-screen mode

Ctrl+Alt+I

Invert colors

Ctrl+Alt+L

Switch to lens mode

Ctrl+Alt+R

Resize the lens

Ctrl+Alt+arrow keys

Pan in the direction of the arrow

Windows logo key  +Esc

Exit Magnifier

[Narrator keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Narrator.

Press this key

To do this

Spacebar or Enter

Activate current item

Tab and arrow keys

Move around on the screen

Ctrl

Stop reading

Caps Lock+D

Read item

Caps Lock+M

Start reading

Caps Lock+H

Read document

Caps Lock+V

Repeat phrase

Caps Lock+W

Read window

Caps Lock+Page Up or Page Down

Increase or decrease the volume

Caps Lock+plus (+) or minus (-)

Increase or decrease the speed of reading

Caps Lock+Spacebar

Do default action

Caps Lock+Left or Right arrows

Move to previous/next item

Caps Lock+F2

Show commands for current item

Press Caps Lock twice in quick succession

Turn Caps Lock on or off

Press this key**To do this**

Caps+Esc

Exit Narrator

[Narrator touch keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Narrator on a four-point tablet.

Press this key**To do this**

Tap once with two fingers

Stop Narrator from reading

Tap three times with four fingers

Show all Narrator commands (in

Double-tap

Activate primary action

Triple-tap

Activate secondary action

Touch or drag a single finger

Read what's under your fingers

Flick left/right with one finger

Move to next or previous item

Swipe left/right/up/down with two fingers

Scroll

Swipe down with three fingers

Start reading on explorable text

[Remote Desktop Connection on the desktop keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Remote Desktop Connection on the desktop.

Press this key

To do this

Alt+Page Up

Move between apps from left to

Alt+Page Down

Move between apps from right to

Alt+Insert

Cycle through apps in the order

Alt+Home

Display the Start screen

Ctrl+Alt+Break

Switch between a window and f

Ctrl+Alt+End

Display the **Windows Security**

Ctrl+Alt+Home

In full-screen mode, activate the

Alt+Delete

Display the system menu

Ctrl+Alt+minus (-) on the numeric keypad

Place a copy of the active window
clipboard (provides the same func
a local PC)

Ctrl+Alt+plus (+) on the numeric keypad

Place a copy of the entire client
clipboard (provides the same func
local PC)

Ctrl+Alt+Right arrow

"Tab" out of the Remote Desktop
example, a button or a text box)
are embedded in another (host)

Press this key**To do this**

Ctrl+Alt+Left arrow

“Tab” out of the Remote Desktop (for example, a button or a text box) are embedded in another (host)

[Windows Help viewer keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with the Help viewer.

Press this key**To do this**

F3

Move the cursor to the search box

F10

Display the Options menu

Home

Move to the beginning of a topic

End

Move to the end of a topic

Alt+Left arrow

Move back to the previously viewed topic

Alt+Right arrow

Move forward to the next (previous) topic

Alt+Home

Display the Help and Support home page

Alt+A

Display the customer support page

Alt+C

Display the Table of Contents

Alt+N

Display the Connection Settings dialog box

Press this key

To do this

Ctrl+F

Search the current topic



Ctrl+P

Print a topic

[App rearranging shortcuts](#)

The following table contains keyboard shortcuts for rearranging modern apps.

Note

- Keep the Windows logo key  pressed down continuously while you're rearranging apps, from the moment you enter rearrange mode and through all the various rearrange commands. When you're done rearranging, release your finger from the Windows logo key  to select the current arrangement.

Press this key

To do this

Windows logo key +. (period)

Enter rearrange mode and select

Windows logo key +left arrow

Move app divider left

Windows logo key +right arrow

Move app divider right

Windows logo key +up arrow

Maximize app

Windows logo key +down arrow

Close app

Windows logo key +Esc

Exit rearrange mode