

Complete List of Windows Shortcut Keys (Windows 7, 8, 10, & 11)

Windows keyboard shortcuts help streamline productivity and improve the overall user experience by enabling users to navigate and manage tasks more quickly. Below is a comprehensive list of Windows keyboard shortcuts categorized by functionality. Whether you're a beginner or an advanced user, these shortcuts will significantly improve your efficiency.

Desktop Shortcuts

Desktop shortcuts are used to quickly navigate to and manage the desktop environment in Windows. These shortcuts are extremely helpful for users who want to interact with the desktop without constantly using a mouse.

- **Win + D:** Show or hide the desktop.
- **Win + M:** Minimize all open windows.
- **Win + Shift + M:** Restore minimized windows.
- **Win + E:** Open File Explorer.
- **Win + F:** Open the Feedback Hub.

Virtual Desktop Shortcuts

Managing multiple virtual desktops becomes easy with these shortcuts. Virtual desktops help you organize your workspace by keeping apps and tasks separated across different screens.

- **Win + Ctrl + D:** Create a new virtual desktop.
- **Win + Ctrl + Left/Right Arrow:** Switch between virtual desktops.
- **Win + Ctrl + F4:** Close the current virtual desktop.

Windows Key Shortcuts

The **Windows key** is the cornerstone for many system-related shortcuts, providing quick access to various system settings and tools.

- **Win + I:** Open Settings.
- **Win + S:** Open Windows Search.
- **Win + L:** Lock your PC.
- **Win + X:** Open the Power User Menu (includes Task Manager, Device Manager, etc.).
- **Win + V:** Open Clipboard history.

File Explorer Shortcuts

File Explorer is central for managing files and folders. These shortcuts help navigate and organize your system's file structure faster.

- **Ctrl + N**: Open a new File Explorer window.
- **Ctrl + T**: Open a new tab in File Explorer.
- **Ctrl + W**: Close the current File Explorer window.
- **Alt + D**: Focus on the address bar in File Explorer.
- **Ctrl + Shift + N**: Create a new folder.

Windows Settings Page Shortcuts

Access various system settings quickly with these shortcuts, helping you configure your computer without navigating through multiple menus.

- **Win + A**: Open Action Center.
- **Win + R**: Open the Run dialog box.
- **Win + P**: Project to another screen (useful for multi-display setups).
- **Win + U**: Open Ease of Access settings.

Command Prompt Shortcuts

Command Prompt shortcuts are crucial for users who work directly with the command line. These shortcuts speed up command execution and navigation.

- **Ctrl + C**: Cancel the current command.
- **Ctrl + V**: Paste copied text into the command prompt.
- **Up Arrow**: Recall previous commands in Command Prompt.

Text Editing Shortcuts

These shortcuts are essential for text manipulation, making writing, editing, and formatting much faster.

- **Ctrl + C**: Copy the selected text.
- **Ctrl + X**: Cut the selected text.
- **Ctrl + V**: Paste the copied or cut text.
- **Ctrl + Z**: Undo the last action.
- **Ctrl + Y**: Redo the last undone action.

Taskbar Keyboard Shortcuts

Efficiently interact with the Windows taskbar using these shortcuts. These can help you quickly launch apps and switch between open tasks.

- **Win + 1, Win + 2, Win + 3, etc.:** Open the app pinned in the taskbar at the corresponding position.
- **Win + T:** Focus on the taskbar.
- **Win + B:** Focus on the system tray (bottom-right corner).

Dialog Box Shortcuts

These shortcuts are useful for interacting with dialog boxes and windows within applications.

- **Alt + F4:** Close the active window or app.
- **Alt + Enter:** Open the properties for the selected item.
- **Alt + Tab:** Switch between open applications.

Copy, Paste, and Other General Keyboard Shortcuts

These are the most common shortcuts for everyday tasks that are used in a wide range of applications.

- **Ctrl + A:** Select all items or text.
- **Ctrl + P:** Print the current document.
- **Ctrl + F:** Open the Find dialog to search for content.

Copilot Shortcuts for Windows 11

Opening Copilot

- **Win + C:** Open or activate Windows Copilot.

Navigating Within Copilot

- **Tab:** Move through options within the Copilot interface (e.g., settings, suggestions).
- **Arrow keys:** Use the arrow keys to navigate between the options displayed in Copilot (up, down, left, right).

Interacting with Copilot

- **Enter:** Select the current highlighted option or command.
- **Esc:** Close Windows Copilot or exit the current dialog.

Commands and Search in Copilot

- **Win + S:** Open Windows Search. You can search for files, apps, settings, and more, which Copilot can assist with.
- **Ctrl + Shift + S:** Open Copilot with the search box focused for easy command entry.

Copilot Settings

- **Win + I:** Open Windows Settings, where you can adjust settings for Copilot and other features.

Close Copilot

- **Win + C** (again): Close or toggle Windows Copilot off/on.