

Key: Win means the Windows-logo key. Most shortcuts work from almost anywhere in Windows.

1. Essential Shortcuts

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Select all	Ctrl + A
Save	Ctrl + S
Print	Ctrl + P
Find on page/document	Ctrl + F
Close current window/tab	Alt + F4 closes an app/window; Ctrl + W commonly closes the current tab/document.

2. Windows & Apps

Open Start	Press Win.
Search	Press Win, then type what you want. Or press Win + S.
Open Settings	Win + I
Open File Explorer	Win + E
Switch between apps	Alt + Tab
See all open windows	Win + Tab opens Task View.
Show desktop	Win + D
Lock your PC	Win + L
Quick Link menu	Win + X for useful system tools.
Run command	Win + R

3. Screenshots & Clipboard

Capture part of screen	Win + Shift + S, then drag over the area you want.
Open Snipping Tool	Press Win and type Snipping Tool.
Copy whole screen	PrtScn on many keyboards. Behavior can vary by settings/device.
Clipboard history	Win + V. The first time, choose Turn on.
Paste plain text	Many apps support Ctrl + Shift + V; availability varies by app.

WINDOWS 11 - WORK FASTER

Window management, files, typing, and accessibility.

4. Arrange Windows

Snap window left	Win + Left Arrow
Snap window right	Win + Right Arrow
Maximize window	Win + Up Arrow
Minimize window	Win + Down Arrow (behavior depends on current window state).
Snap layouts	Win + Z
Move window to another monitor	Win + Shift + Left/Right Arrow
New virtual desktop	Win + Ctrl + D
Switch virtual desktops	Win + Ctrl + Left/Right Arrow
Close virtual desktop	Win + Ctrl + F4

5. File Explorer

New folder	Ctrl + Shift + N
Rename selected item	F2
Delete to Recycle Bin	Select item and press Delete .
Permanent delete	Shift + Delete . Use carefully - this bypasses the Recycle Bin.
Properties	Select an item and press Alt + Enter .
Refresh	F5
Address bar	Alt + D or Ctrl + L
Search current folder	Click the Explorer search box, or use Ctrl + F where supported.

6. Typing & Editing

Move one word at a time	Ctrl + Left/Right Arrow
Select by word	Ctrl + Shift + Left/Right Arrow
Jump to beginning/end	Home / End
Beginning/end of document	Ctrl + Home / Ctrl + End
Delete previous word	Ctrl + Backspace in many apps.
Emoji & symbols	Win + . (period) opens the emoji/symbol panel.
Voice typing	Win + H, then speak into your microphone.

7. Accessibility & Quick Controls

Quick Settings	Win + A
Notifications / calendar	Win + N
Magnifier on	Win + Plus (+)
Magnifier off	Win + Esc
Accessibility settings	Win + U
Task Manager	Ctrl + Shift + Esc

WINDOWS 11 - COMMON HOW-TOs

Simple steps for tasks people use every day.

8. Everyday How-Tos

Connect to Wi-Fi	Click the network/volume/battery area on the taskbar > Wi-Fi control > choose a network > Connect.
Connect Bluetooth device	Open Settings > Bluetooth & devices > turn Bluetooth on > Add device.
Change display size	Settings > System > Display > Scale.
Change text size	Settings > Accessibility > Text size.
Uninstall an app	Settings > Apps > Installed apps > find the app > menu > Uninstall.
Change default apps	Settings > Apps > Default apps.
Check for updates	Settings > Windows Update > Check for updates.
Restart or shut down	Start > Power > Restart or Shut down.
Find a lost file	Open File Explorer with Win + E , then use Search; or press Win and type part of the file name.

9. When Something Goes Wrong

App is frozen	Try Alt + F4 . If it will not close, press Ctrl + Shift + Esc , select the app in Task Manager, and choose End task.
PC is sluggish	Restart the PC. Also close apps you are not using and check Task Manager for heavy activity.
No internet	Check Quick Settings (Win + A) for Wi-Fi/Airplane mode. Reconnect to Wi-Fi and restart the router/PC if needed.
No sound	Press Win + A , check volume and the selected audio output device.
Screen looks too small	Open Settings > System > Display and increase Scale.
Need help finding a setting	Press Win and type the setting name, or use the search box inside Settings.

Five shortcuts worth memorizing

Win + E File Explorer **Alt + Tab** switch apps **Win + Shift + S** screenshot
Win + L lock PC **Ctrl + Shift + Esc** Task Manager

General Windows 11 reference. Some shortcuts and menu labels can vary by keyboard, device manufacturer, Windows edition, app, and system configuration.