Windows Keyboard Shortcuts

Rather than using your mouse or navigating a menu, a single keyboard shortcut can shave seconds off the time it takes you to do something. Doing it once might not make a big difference but learning and using these shortcuts regularly will save you substantial time in the long run. Here are 20 of the most common keyboard shortcuts for a Microsoft Windows computer.

#	Keyboard Shortcut	Function	What it does
1	Ctrl+Z	Undo	No matter what program you are running, this will undo your last action. This is extremely useful if you accidentally delete a file or change something you did not mean to.
2	Ctrl+W	Close	This will close whatever you are looking at without you having to search for the X (close) button.
3	Ctrl+A	Select All	Save time clicking and dragging by using this shortcut to highlight all the text in a document or select all the files in a folder.
4	Alt+Tab	Switch apps	Switch easily between multiple applications by using this shortcut.
5	Alt+F4	Close apps	Shut down active applications with this shortcut. Don't worry about losing work as you will be prompted to save your documents before closing them.
6	Win+D	Show/Hide desktop	Make your home screen appear in an instant.
7	Win+arrow	Snap windows	Depending on what arrow key you use, you can move your open document to the side. This means you can compare two windows side by side.
8	Win+Tab	Open the Task view	Like Alt+Tab, this allows you to switch apps by opening thumbnails of all currently open programs on the screen.
9	Tab/ Shift+Tab	Move forwards / backwards	This allows you to move forward and backwards through available options in a dialog box.
10	Ctrl+Esc	Open the Start menu	This shortcut opens the Start menu and can be used as an alternative to pressing the Win key.
11	F2	Rename	Highlight a file and click F2 to give it a new name. This can also be used in other programs. In Excel, tapping F2 will allow you to edit the contents of the cell you are working on.
12	F5	Refresh	This is particularly useful when viewing a web browser or using File Explorer. After the refresh, you will see the latest version of the page you are viewing.

13	Win+L	Lock	Use this shortcut when you leave your computer and privacy is important. It locks the machine and returns to the login screen.
14	Win+I	Open Settings	Open the settings dialog with this shortcut if you need to configure how Windows works.
15	Win+S	Search Windows	This allows you to quickly bring up the search box to find what you are looking for.
16	Win+PrtScn	Save a screenshot	This is much faster than opening a separate tool to grab a screenshot. It automatically saves the whole screen as a PNG file in your Pictures folder.
17	Ctrl+Shift+Esc	Open the Task Manager	Quickly open the Task Manager window, allowing you to check everything running on your system.
18	Win+C	Open Cortana	Once you have enabled the shortcut, you can use Win+C to put Cortana in listening mode and quickly access your digital assistant.
19	Win+Ctrl+D	Add a new virtual desktop	Create a secondary screen to store some of your open applications, giving you extra workspace.
20	Win+X	Open the hidden menu	Open Windows' hidden Start menu, also called the Quick Link menu. This will allow you to access all key areas of the system.