

Press this key	To do this
Ctrl + X	Cut the selected item
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item
Ctrl + Z	Undo an action
Alt + Tab	Switch between open apps
Alt + F4	Close the active item, or exit the active app
Windows logo key + L	Lock your PC
Windows logo key + D	Display and hide the desktop
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt + Enter	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window
Alt + Left arrow	Go back
Alt + Right arrow	Go forward
Alt + Page Up	Move up one screen
Alt + Page Down	Move down one screen
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time)
Ctrl + A	Select all items in a document or window
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl + R (or F5)	Refresh the active window
Ctrl + Y	Redo an action
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Ctrl + Esc	Open Start
Ctrl + Shift + Esc	Open Task Manager
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
Esc	Stop or leave the current task
Windows logo key keyboard shortcuts	
Press this key	To do this
Windows logo key	Open or close Start
Windows logo key + A	Open Action center
Windows logo key + B	Set focus in the notification area
Windows logo key + D	Display and hide the desktop
Windows logo key + Alt	Display and hide the shortcut keys for active app
Windows logo key + E	Open File Explorer
Windows logo key + I	Open Settings
Windows logo key + K	Open the Connect quick action
Windows logo key + L	Lock your PC or switch accounts
Windows logo key + M	Minimize all windows
Windows logo key + P	Choose a presentation display mode
Windows logo key + R	Open the Run dialog box
Windows logo key + S	Open search

Windows logo key + X	Open the Quick Link menu
Windows logo key + Z	Show the commands available in an app in full-screen mode
Windows logo key + Tab	Open Task view
Windows logo key + Up arrow	Maximize the window
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key + Spacebar	Switch input language and keyboard layout
Command Prompt keyboard shortcuts	
Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text
Ctrl + V (or Shift + Insert)	Paste the selected text
Ctrl + M	Enter Mark mode
File Explorer keyboard shortcuts	
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 active window
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons
Ctrl + Shift + E	Display all folders above the selected folder
Ctrl + Shift + N	Create a new folder
F11	Maximize or minimize the active window
Virtual desktops keyboard shortcuts	
Press this key	To do this
Windows logo key + Tab	Open Task view
Windows logo key + Ctrl + D	Add a virtual desktop
Windows logo key + Ctrl + Right arrow	Switch between virtual desktops you've created on the right
Windows logo key + Ctrl + Left arrow	Switch between virtual desktops you've created on the left
Windows logo key + Ctrl + F4	Close the virtual desktop you're using

Designed By Khodae