

100+ Most Useful Windows Keyboard Shortcuts (with Explanation)

◆ 1. File Operation (Basic Copy-Paste Actions)

Shortcut	Explanation
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + A	Select all
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + O	Open
Ctrl + N	New file/window
Ctrl + P	Print
Shift + Delete	Permanently delete (no Recycle Bin)
Ctrl + Shift + N	Create new folder

◆ 2. File Explorer / Folder Navigation

Shortcut	Explanation
Windows + E	Open File Explorer
F2	Rename selected item
Alt + Enter	Open properties
F5	Refresh folder
Alt + ↑	Go up one folder level
Backspace	Go back one folder
Ctrl + Shift + N	New folder
Ctrl + L	Focus address bar
Tab / Shift + Tab	Move between sections
Ctrl + Mouse Scroll	Change view zoom in/out

◆ 3. Window Management & Multitasking

Shortcut	Explanation
Alt + Tab	Switch between open apps
Alt + F4	Close app/window

Shortcut	Explanation
Ctrl + Shift + Esc	Open Task Manager
Windows + D	Show/hide desktop
Windows + M	Minimize all windows
Windows + ↑	Maximize window
Windows + ↓	Minimize/Restore
Windows + ←	Snap window to left
Windows + →	Snap window to right
Windows + Tab	Task View (see all open windows)
Windows + Home	Minimize all except current window

◆ 4. Desktop Shortcuts

Shortcut	Explanation
Windows + R	Run dialog box
Windows + I	Open Settings
Windows + S	Open Search
Windows + A	Action Center (Notifications)
Windows + L	Lock your PC
Windows + P	Projector/screen switch
Windows + B	Focus on system tray
Windows + . (dot)	Open Emoji panel
Windows + H	Voice typing
Windows + Pause	Open System Properties
Windows + Ctrl + F	Search for PC on network

◆ 5. Clipboard & Text Handling

Shortcut	Explanation
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Shift + V	Paste without formatting (in many apps)
Ctrl + Shift + L	Add bullet points
Ctrl + K	Add hyperlink
Ctrl + Backspace	Delete previous word
Ctrl + Delete	Delete next word
Ctrl + Left / Right Arrow	Move word by word
Shift + Arrow keys	Select text
Ctrl + Shift + Arrow	Select word by word

◆ 6. Browser (Chrome, Edge, Firefox)

Shortcut	Explanation
Ctrl + T	New tab
Ctrl + W	Close tab
Ctrl + Shift + T	Reopen last closed tab
Ctrl + Tab	Next tab
Ctrl + Shift + Tab	Previous tab
Ctrl + L	Focus address bar
Ctrl + D	Bookmark page
Ctrl + J	Downloads
Ctrl + H	History
Ctrl + U	View page source
F11	Full screen
Ctrl + F	Find on page
Ctrl + + / -	Zoom in/out
Ctrl + 0	Reset zoom

◆ 7. Virtual Desktops

Shortcut	Explanation
Windows + Ctrl + D	New virtual desktop
Windows + Ctrl + → / ←	Switch desktops
Windows + Ctrl + F4	Close current desktop

◆ 8. Dialog Box Navigation

Shortcut	Explanation
Tab / Shift + Tab	Navigate between fields
Spacebar	Select highlighted button
Enter	Confirm/OK
Esc	Cancel/Close
Alt + Underlined Letter	Activate that option/button

◆ 9. MS Word / Document Editing

Shortcut	Explanation
Ctrl + Home	Go to start of document

Shortcut	Explanation
Ctrl + End	Go to end of document
Ctrl + E	Center align
Ctrl + L	Left align
Ctrl + R	Right align
Ctrl + J	Justify
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + 1	Single line spacing
Ctrl + 2	Double line spacing

◆ 10. Accessibility & Miscellaneous

Shortcut	Explanation
Windows + U	Open Accessibility Center
Windows + +/-	Magnifier (Zoom)
Windows + Esc	Close Magnifier
Windows + G	Game Bar (screen record)
Windows + K	Cast to device
Windows + T	Focus taskbar items
Windows + Number (1-9)	Open pinned app from taskbar
Shift + Click App (Taskbar)	Open new window of that app

□ Bonus: Real-World Use Combos

Task	Shortcut
Lock your PC quickly	Windows + L
Rename file fast	F2
Create new folder instantly	Ctrl + Shift + N
Open settings instantly	Windows + I
Switch window fast	Alt + Tab
Reopen closed browser tab	Ctrl + Shift + T
Type emoji 🤖	Windows + .
Task Manager in one step	Ctrl + Shift + Esc