



THE ULTIMATE GUIDE

WINDOWS SHORTCUT KEYS

Master your PC workflow with 250+ essential commands.

Presented by **AMAR SMART INDIA**



★ The "Must Know" Essentials

Ctrl + **C** Copy

Ctrl + **X** Cut

Ctrl + **V** Paste

Ctrl + **Z** Undo

Ctrl + **Y** Redo

Ctrl + **A** Select All

Ctrl + **P** Print

Ctrl + **S** Save

Alt + **F4** Close App

Ctrl + **F** Find

Why these matter?

These 10 shortcuts are the foundation of computer literacy. They work universally across 99% of programs, browsers, and the operating system itself.

Pro Tip: Use **Ctrl + Shift + V** in browsers to "Paste as plain text" (removes formatting).



| The "Windows Key" Powers

Win Open Start Menu

Win + **D** Show Desktop (Hide Apps)

Win + **L** Lock Computer

Win + **E** Open File Explorer

Win + **I** Open Settings

Win + **.** Emoji Panel 😊

Win + **S** Open Search

Win + **R** Run Dialog

Win + **V** Clipboard History

Win + **X** Quick Link Menu

Win + **,** Peek at Desktop

Win + **P** Project Screen

The Win key is the commander of the Operating System.



Window Snapping & Multitasking

Manage multiple windows like a pro without touching the mouse.

Alt + Tab	Switch between open apps.
Win + Tab	Open Task View (See all windows).
Win + ← / →	Snap window to Left or Right half.
Win + ↑ / ↓	Maximize or Minimize window.
Win + Shift + ←	Move window to another monitor.





🌐 Browser Shortcuts (Chrome/Edge)

Tab Management

Ctrl + **T** New Tab

Ctrl + **W** Close Current Tab

Ctrl + **Shift** + **T** Reopen Closed Tab

Ctrl + **Tab** Next Tab

Ctrl + **N** New Window

Navigation & Tools

Ctrl + **L** Highlight Address Bar

Ctrl + **H** History

Ctrl + **J** Downloads

Ctrl + **D** Bookmark Page

Ctrl + **Shift** + **Del** Clear Browsing Data



| File Explorer Mastery

Navigate your files faster than clicking folders.

Alt + **↑**

Go up one folder level

Alt + **←**

Go back

F2

Rename selected file

Ctrl + **Shift** + **N**

Create New Folder

Alt + **Enter**

Properties of selection

Ctrl + **F**

Search in folder

Ctrl + **Mouse Wheel**

Change Icon View Size

Shift + **Del**

Delete Permanently (Skip Recycle Bin)



| ⚡ Text Editing Power

Write documents and code with lightning speed.

Shortcut	Action
Ctrl + ← / →	Move cursor by one word at a time.
Shift + ← / →	Highlight text character by character.
Ctrl + Shift + ←	Highlight text word by word .
Home / End	Jump to start or end of the line.
Ctrl + Home / End	Jump to start or end of the document .
Ctrl + Backspace	Delete entire word to the left.



Screenshots

Win + **Shift** + **S**

Snipping Tool (Region)

PrtScn

Copy Full Screen

Win + **PrtScn**

Save Screenshot to Folder

Win + **G**

Game Bar (Video Record)

Virtual Desktops

Win + **Ctrl** + **D**

Create New Desktop

Win + **Ctrl** + **←**

Switch Desktop Left/Right

Win + **Ctrl** + **F4**

Close Current Desktop

Win + **Tab**

View all Desktops



Utility & Accessibility

Ctrl + **Shift** + **Esc** Open Task Manager

Win + **+** Magnifier Zoom In

Win + **-** Magnifier Zoom Out

Win + **Esc** Close Magnifier

Win + **U** Display Settings

Win + **Ctrl** + **C** Color Filters (if enabled)

Win + **H** Voice Typing

Win + **K** Connect Cast/Audio



| Decoding F1 - F12

F1 Help	F2 Rename File	F3 Search	F4 Address Bar / Close (with Alt)
F5 Refresh	F6 Cycle Elements	F7 Spell Check (Word)	F8 Safe Mode (Boot)
F9 Refresh Fields (Word)	F10 Menu Bar	F11 Full Screen	F12 Save As / Dev Tools

*Note: On laptops, you may need to press the Fn key to trigger these.



MASTER THE KEYS

You are now a Windows Power User.

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Any Questions?

Image Sources



<https://www.techloy.com/content/images/thumbnail/photo-1610018556010-6a11691bc905>

Source: www.techloy.com



https://img.freepik.com/premium-photo/gamer-keyboard-with-neon-backlight-macro-defocused-close-up-online-games-virtual-reality-concept-background-high-quality-photo_87934-448.jpg

Source: www.freepik.com