

Shrewsbury U3A Computer Club

Our favourite Windows 10 keyboard shortcuts



Shortcut	To do this
Ctrl + X	Cut.
Ctrl + C	Copy.
Ctrl + V	Paste. However, note that your paste will be the <i>last</i> item you copied to the Clipboard. If you use Win Logo + V (Clipboard History), then you can select from <i>any</i> of your previous cuts. (Note that clipboard history needs to be turned on, go Start Settings System Clipboard. Alternatively you will be prompted to turn it on the first time you try to use it)
Ctrl + A	Select All
Ctrl + Arrow keys	Within a document Left and Right moves one word at a time to the previous word or the next word. The Up and down arrows move to the previous paragraph or the next paragraph. Combine with the Shift key to <i>select</i> the text. See also next tip
Home & End. Ctrl + Home & Ctrl + End	Within a document moves to the start (home) of a line of text and to the end of the line. Use Ctrl + Home to the start of the document and Ctrl + End to the end of the document. Combine with the Shift key to select that text. See also previous tip

Win Logo key (Hereinafter just called "Win". OR Ctrl + Esc	Opens or closes the Start Menu
Win + Arrow keys	I love this one, I use it all the time - especially useful if you have an ultra-wide monitor or dual monitors. Win + Up arrow – Maximises the window Win + Down arrow – Remove current app from screen or minimise the desktop window Win + left arrow – Maximise the app or desktop window to the left side of the screen (screens) Win + right arrow - Maximise the app or desktop window to the right side of the screen (screens)
Win + E	Opens File Explorer. Use it again to open a second instance of the App then cut and paste from one window/folder to another.

Ctrl + Mouse scroll	Changes the size and appearance of file and folder icons in File Explorer. Also Zooms in and out for Word, Excel, web browsers etc
Ctrl + P	Opens the Print dialogue window
Ctrl + Z	Undoes a change or action
Alt + Tab	Switch between open Apps. (Have also seen this as Ctrl + Alt + Tab)

Alt + F4	Close active item or exit the active app
Alt + Spacebar	Shortcut for active window
Centre Mouse click	Used in a browser, opens a hyperlink in a <i>new</i> tab (not replacing the current window/tab).
Ctrl + F	Find text in a document or Select the search box in File Explorer
Ctrl + R OR F5	Refresh the active window
Ctrl + Shift + Esc	Task Manager
Ctrl + D OR Shift + D	Delete and move to the recycle bin. Delete permanently without going via the recycle bin.
Ctrl + S	Save
F2	Rename a file or folder in File Explorer
Win + .	Opens the Emoji panel
Win + L	Locks the PC
Win + Shift + S	Takes a Screenshot. Four options: rectangular, freeform, a window or the full screen. Much better than PrtScn.
Win + Tab	Opens Task View
Win + X	Shutdown (Same as right click the start button)
Ctrl + + or Ctrl + - OR Ctrl + Mouse Wheel	In a browser. Ctrl + + will Zoom in. Ctrl + - will zoom out. Use Ctrl + 0 to reset.
Tab & Shift Tab	Move to next field or previous field when in a form. More people should know this, I see so many people fill in their name, take their hands off the keyboard then click the surname field next to the first field to then put their hands back on the keyboard to type their surname. Agghhhh.

Further shortcuts [from Microsoft Support Pages](#) + [Tips](#) & specifically for [MS Word](#)