

# Windows 8 keyboard shortcuts

## New

Press this key	To do this
WindowsKey and start typing	Search your PC
Ctrl+plus or Ctrl+minus	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+scroll wheel	Zoom in or out of a large number of items, like apps pinned to the Start screen
WindowsKey+C	Open the charms In an app, open the commands for the app
WindowsKey+F	Open the Search charm to search files
WindowsKey+H	Open the Share charm
WindowsKey+I	Open the Settings charm
WindowsKey+J	Switch the main app and snapped app
WindowsKey+K	Open the Devices charm
WindowsKey+O	Lock the screen orientation (portrait or landscape)
WindowsKey+Q	Open the Search charm to search apps
WindowsKey+W	Open the Search charm to search settings
WindowsKey+Z	Show the commands available in the app
WindowsKey+spacebar	Switch input language and keyboard layout
WindowsKey+Ctrl+spacebar	Change to a previously selected input
WindowsKey+Tab	Cycle through open apps (except desktop apps)
WindowsKey+Ctrl+Tab	Cycle through open apps (except desktop apps) and snaps them as they are cycled
WindowsKey+Shift+Tab	Cycle through open apps (except desktop apps) in reverse order
WindowsKey+PgUp	Move the Start screen and apps to the monitor on the left (Apps in the desktop won't change monitors)
WindowsKey+PgDown	Move the Start screen and apps to the monitor on the right (Apps in the desktop won't change monitors)
WindowsKey+Shift+period	Snaps an app to the left
WindowsKey+period	Snaps an app to the right
Esc	Stop or exit the current task

## General

Press this key	To do this
F1	Display Help



supporting blind and partially sighted people

Reg charity no. 226227

<b>Press this key</b>	<b>To do this</b>
F2	Rename the selected item
F3	Search for a file or folder
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+F4	Close the active item, or exit the active app
Alt+Esc	Cycle through items in the order in which they were opened
Alt+underlined letter	Perform the command for that letter
Alt+Enter	Display properties for the selected item
Alt+Spacebar	Open the shortcut menu for the active window
Alt+Left arrow	Back
Alt+Right arrow	Forward
Alt+Page Up	Move up one screen
Alt+Page Down	Move down one screen
Alt+Tab	Switch between open apps (except desktop apps)
Ctrl+F4	Close the active document (in apps that allow you to have multiple documents open simultaneously)
Ctrl+A	Select all items in a document or window
Ctrl+C (or Ctrl+Insert)	Copy the selected item
Ctrl+D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl+R (or F5)	Refresh the active window
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+X	Cut the selected item
Ctrl+Y	Redo an action
Ctrl+Z	Undo an action
Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+ mouse scroll wheel	Change the size of desktop icons or zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+Right arrow	Move the cursor to the beginning of the next word
Ctrl+Left arrow	Move the cursor to the beginning of the previous word
Ctrl+Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl+Up arrow	Move the cursor to the beginning of the previous paragraph

Press this key	To do this
Ctrl+Alt+Tab	Use the arrow keys to switch between all open apps
Ctrl+arrow key (to move to an item)+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+Shift with an arrow key	Select a block of text
Ctrl+Esc	Open the Start screen
Ctrl+Shift+Esc	Open Task Manager
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl+Spacebar	Turn the Chinese input method editor (IME) on or off
Shift+F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
Right arrow	Open the next menu to the right, or open a submenu
Left arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task

## WindowsKey

Press this key	To do this
WindowsKey+F1	Open Windows Help and Support
WindowsKey	Display or hide the Start screen
WindowsKey+B	Set focus in the notification area
WindowsKey+C	Open the Charms
WindowsKey+D	Display and hide the desktop
WindowsKey+E	Open Computer
WindowsKey+F	Open the Search charm and search for files
WindowsKey+G	Cycle through Gadgets on the desktop
WindowsKey+H	Open the Share charm
WindowsKey+I	Open the Settings charm
WindowsKey+J	Switch the main app and snapped app
WindowsKey+K	Open the Devices charm
WindowsKey+L	Lock your PC or switch users
WindowsKey+M	Minimize all windows
WindowsKey+O	Lock device orientation
WindowsKey+P	Choose a presentation display mode
WindowsKey+Q	Open the Search charm and search for apps

Press this key	To do this
WindowsKey+R	Open the Run dialog box
WindowsKey+T	Cycle through apps on the taskbar
WindowsKey+U	Open Ease of Access Center
WindowsKey+V	Cycle through notifications
WindowsKey+Shift+V	Cycle through notifications in reverse order
WindowsKey+W	Open the Search charm and search for settings
WindowsKey+X	Open the Quick Link menu
WindowsKey+Z	Show the commands available in the app
WindowsKey+,	Temporarily peek at the desktop
WindowsKey+Pause	Display the System Properties dialog box
WindowsKey+Ctrl+F	Search for PCs (if you're on a network)
WindowsKey+Shift+M	Restore minimized windows on the desktop
WindowsKey+number	Start the desktop app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
WindowsKey+Shift+number	Start a new instance of the desktop app pinned to the taskbar in the position indicated by the number
WindowsKey+Ctrl+number	Switch to the last active window of the desktop app pinned to the taskbar in the position indicated by the number
WindowsKey+Alt+number	Open the Jump List for the desktop app pinned to the taskbar in the position indicated by the number
WindowsKey+Ctrl+Shift+number	Open a new instance of the desktop app located at the given position on the taskbar as an administrator
WindowsKey+Tab	Cycle through open apps (except desktop apps)
WindowsKey+Ctrl+Tab	Cycle through open apps (except desktop apps) and snap them as they are cycled
WindowsKey+Shift+Tab	Cycle through open apps (except desktop apps) in reverse order
WindowsKey+Ctrl+B	Switch to the app that displayed a message in the notification area
WindowsKey+Up arrow	Maximize the desktop window
WindowsKey+Down arrow	Minimize the desktop window
WindowsKey+Left arrow	Maximize the desktop window to the left side of the screen
WindowsKey+Right arrow	Maximize the desktop window to the right side of the screen

Press this key	To do this
WindowsKey+Home	Minimize all but the active desktop window (restores all windows on second stroke)
WindowsKey+Shift+Up arrow	Stretch the desktop window to the top and bottom of the screen
WindowsKey+Shift+Down arrow	Restore/minimize active desktop windows vertically, maintaining width
WindowsKey+Shift+Left arrow or Right arrow	Move a window in the desktop from one monitor to another
WindowsKey+Spacebar	Switch input language and keyboard layout
WindowsKey+Ctrl+Spacebar	Change to a previously selected input
WindowsKey+Enter	Open Narrator
WindowsKey+Page Up	Move the Start screen and apps to the monitor on the left (apps in the desktop won't change monitors)
WindowsKey+Page Down	Move the Start screen and apps to the monitor on the right (apps in the desktop won't change monitors)
WindowsKey+Shift+period (.)	Snap an app to the left
WindowsKey+period (.)	Snap an app to the right
WindowsKey+/ /	Initiate IME reconversion
WindowsKey+Alt+Enter	Open Windows Media Center
WindowsKey+plus or minus	Zoom in or out using Magnifier
WindowsKey+Esc	Exit Magnifier

## Dialogue box

Press this key	To do this
F1	Display Help
F4	Display the items in the active list
Ctrl+Tab	Move forward through tabs
Ctrl+Shift+Tab	Move back through tabs
Ctrl+number (number 1-9)	Move to nth tab
Tab	Move forward through options
Shift+Tab	Move back through options
Alt+underlined letter	Perform the command (or select the option) that goes with that letter
Spacebar	Select or clear the check box if the active option is a check box
Backspace	Open a folder one level up if a folder is selected in the Save

Press this key	To do this
	As or Open dialog box
Arrow keys	Select a button if the active option is a group of option buttons

## File Explorer

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 current 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
Num Lock+asterisk (*)	Display all subfolders under the selected folder
Num Lock+plus (+)	Display the contents of the selected folder
Num Lock+minus (-)	Collapse the selected folder
Alt+P	Display the preview pane
Alt+Enter	Open the Properties dialog box for the selected item
Alt+Right arrow	View the next folder
Alt+Up arrow	View the folder that the folder was in
Alt+Left arrow	View the previous folder
Backspace	View the previous folder
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window

## Taskbar

Press this key	To do this
Shift+click a taskbar button	Open an app or quickly open another instance of an app
Ctrl+Shift+click a taskbar button	Open an app as an administrator
Shift+right-click a taskbar button	Show the window menu for the app



Press this key	To do this
Shift+right-click a grouped taskbar button	Show the window menu for the group
Ctrl+click a grouped taskbar button	Cycle through the windows of the group

## Ease of Access

Press this key	To do this
Right Shift for eight seconds	Turn Filter Keys on and off
Left Alt+left Shift+Print Screen	Turn High Contrast on or off
Left Alt+left Shift+Num Lock	Turn Mouse Keys on or off
Shift five times	Turn Sticky Keys on or off
Num Lock for five seconds	Turn Toggle Keys on or off
WindowsKey+U	Open the Ease of Access Center

## Magnifier

Press this key	To do this
WindowsKey+plus or minus	Zoom in or out
Ctrl+Alt+Spacebar	Preview the desktop in full-screen mode
Ctrl+Alt+D	Switch to docked mode
Ctrl+Alt+F	Switch to full-screen mode
Ctrl+Alt+I	Invert colors
Ctrl+Alt+L	Switch to lens mode
Ctrl+Alt+R	Resize the lens
Ctrl+Alt+arrow keys	Pan in the direction of the arrow keys
WindowsKey+Esc	Exit Magnifier

## Narrator

Press this key	To do this
Spacebar or Enter	Activate current item
Tab and arrow keys	Move around on the screen
Ctrl	Stop reading
Caps Lock+D	Read item
Caps Lock+M	Start reading
Caps Lock+H	Read document
Caps Lock+V	Repeat phrase
Caps Lock+W	Read window
Caps Lock+Page Up or Page Down	Increase or decrease the volume of the voice

Press this key	To do this
Caps Lock+plus (+) or minus (-)	Increase or decrease the speed of the voice
Caps Lock+Spacebar	Do default action
Caps Lock+Left or Right arrows	Move to previous/next item
Caps Lock+F2	Show commands for current item
Press Caps Lock twice in quick succession	Turn Caps Lock on or off
Caps+Esc	Exit Narrator

## Narrator touch

Press this key	To do this
Tap once with two fingers	Stop Narrator from reading
Tap three times with four fingers	Show all Narrator commands (including the ones not in this list)
Double-tap	Activate primary action
Triple-tap	Activate secondary action
Touch or drag a single finger	Read what's under your fingers
Flick left/right with one finger	Move to next or previous item
Swipe left/right/up/down with two fingers	Scroll
Swipe down with three fingers	Start reading on explorable text

## Remote Desktop Connection on the desktop

Press this key	To do this
Alt+Page Up	Move between apps from left to right
Alt+Page Down	Move between apps from right to left
Alt+Insert	Cycle through apps in the order that they were started
Alt+Home	Display the Start screen
Ctrl+Alt+Break	Switch between a window and full screen
Ctrl+Alt+End	Display the Windows Security dialog box
Ctrl+Alt+Home	In full-screen mode, activate the connection bar
Alt+Delete	Display the system menu
Ctrl+Alt+minus (-) on the numeric keypad	Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+Print Screen on a local PC)
Ctrl+Alt+plus (+) on the numeric keypad	Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing Print Screen on a local PC)



Press this key	To do this
Ctrl+Alt+Right arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.
Ctrl+Alt+Left arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.

## Windows Help viewer

Press this key	To do this
F3	Move the cursor to the search box
F10	Display the Options menu
Home	Move to the beginning of a topic
End	Move to the end of a topic
Alt+Left arrow	Move back to the previously viewed topic
Alt+Right arrow	Move forward to the next (previously viewed) topic
Alt+Home	Display the Help and Support home page
Alt+A	Display the customer support page
Alt+C	Display the Table of Contents
Alt+N	Display the Connection Settings menu
Ctrl+F	Search the current topic
Ctrl+P	Print a topic