FREE GUIDE · MIKE STRASSBURG IT SERVICES & SUPPORT

Windows Keyboard Shortcuts

Work faster with keys you already have. Works on Windows 10 and 11.

LEARN THESE 3 FIRST

- **⊞ Win + Shift + S** — Screenshot any part of the screen
- **⊞ Win + V** — See everything you've copied
- **Ctrl + Shift + T** — Bring back a tab you closed

EVERYDAY BASICS

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo a mistake	Ctrl + Z
Redo	Ctrl + Y
Select all	Ctrl + A
Save	Ctrl + S
Print	Ctrl + P
Find a word on the page	Ctrl + F

WEB BROWSER

New tab	Ctrl + T
Close tab	Ctrl + W
Reopen a closed tab	Ctrl + Shift + T
Jump to next tab	Ctrl + Tab
Bigger / smaller text	Ctrl + + / −
Reset zoom	Ctrl + 0
Refresh the page	F5
Jump to the address bar	Ctrl + L
Bookmark this page	Ctrl + D

TYPING & TEXT

Delete a whole word	Ctrl + Backspace
Jump word by word	Ctrl + ← / →
Start / end of the line	Home / End
Select text with keys	Shift + Arrows
Paste without formatting	Ctrl + Shift + V

Plain-text paste works in most browsers and Office apps.

WINDOWS & DESKTOP

Show the desktop	⊞ Win + D
Lock your PC (walking away)	⊞ Win + L
Switch between open apps	Alt + Tab
Snap window left / right	⊞ Win + ← / →
Maximize window	⊞ Win + ↑
Open File Explorer	⊞ Win + E
Open Settings	⊞ Win + I
Close the current app	Alt + F4
Rename a selected file	F2

HANDY TOOLS

Screenshot (snip a section)	⊞ Win + Shift + S
Clipboard history	⊞ Win + V
Emoji picker	⊞ Win + .
Voice typing	⊞ Win + H
Quick search for any app	⊞ Win
Quick menu (power user)	⊞ Win + X

Clipboard history asks to turn on the first time you use it.

WHEN THINGS FREEZE

Open Task Manager	Ctrl + Shift + Esc
Lock / sign out / restart screen	Ctrl + Alt + Del
Reset a black or frozen screen	⊞ Win + Ctrl + Shift + B

Still stuck? Hold the power button 10 seconds, then call me.

Need help with your computer?

Local, hands-on IT help near Gonvick, MN. Remote support anywhere.

CALL 218-431-1739

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