CHEAT SHEETS HERO

A comprehensive guide to Windows operating system shortcuts, designed to boost productivity and efficiency. This cheat sheet covers essential keyboard shortcuts for navigation, file management, system operations, and more.

Basic Navigation & File Management

Core Navigation Shortcuts

`Win + D`	Show or hide the desktop.
`Win + E`	Open File Explorer.
`Alt + Tab`	Switch between open apps. `Win + Tab` opens Task View.
`Alt + F4`	Close the current item or exit the current app.
`Ctrl + Esc`	Open Start menu.
`Win + ,`	Temporarily peek at the Desktop.

File Explorer Essentials

`Ctrl + N`	Open a new window.
`Ctrl + W`	Close the current window.
`Ctrl + Shift + N`	Create a new folder.
`Alt + Up Arrow`	Go to the parent folder.
`Alt + Left Arrow`	Go back.
`Alt + Right Arrow`	Go forward.

File Operations

`Ctrl + C`	Copy
`Ctrl + X`	Cut
`Ctrl + V`	Paste
`Ctrl + Z`	Undo
`Ctrl + Y`	Redo
`Delete`	Delete

System & Task Management

System Control Shortcuts

`Win + L`	Lock your PC.
`Win + PrtScn`	Take a screenshot and save it to the Pictures\Screenshots folder.
`Win + Shift + S`	Open the Snipping Tool to capture a specific area of the screen.
`Win + Ctrl + D`	Add a virtual desktop.
`Win + Ctrl + Left/Right Arrow`	Switch between virtual desktops.
`Win + Ctrl + F4`	Close the current virtual desktop.

Task Management

`Ctrl + Shift + Esc`	Open Task Manager.
`Win + Shift + M`	Restore minimized windows.
`Win + T`	Cycle through apps on the taskbar.
`Win + [Number]`	Open the app pinned to the taskbar in the position indicated by the number. `Win+1` opens the first app.
`Win + Alt + [Number]`	Opens the jump list for the app pinned to the taskbar in the position indicated by the number.
`Win + B`	Select the first icon in the notification area.

Windows Tools Access

`Win + R`	Open the Run dialog box.
`Win + X`	Open the Quick Link menu (Power User menu).
`Win + I`	Open Settings.
`Win + A`	Open the Action Center.
`Win + S` or `Win + Q`	Open Windows Search.
`Win + H`	Open Dictation.

Text Manipulation & Accessibility

Text Editing Shortcuts

`Ctrl + A`	Select all items in a document or window.
`Ctrl + B`	Bold selected text.
`Ctrl + I`	Italicize selected text.
`Ctrl + U`	Underline selected text.
`Ctrl + Shift + >`	Increase font size.
`Ctrl + Shift + <`	Decrease font size.

Accessibility Features

`Win + Plus Sign (+)`	Open Magnifier.
`Win + Ctrl + O`	Open the On-Screen Keyboard.
`Left Alt + Left Shift + PrtScn`	Turn High Contrast on or off.
`Left Alt + Left Shift + Num Lock`	Turn Mouse Keys on or off.
`Shift key five times`	Turn Sticky Keys on or off.
`Win + V`	Open Clipboard history.

Dialog Box Shortcuts

`Alt + Underlined letter`	Perform the command associated with that letter.
`Ctrl + Tab`	Move forward through tabs.
`Ctrl + Shift + Tab`	Move back through tabs.
`Enter`	Activate the selected option or button.
`Spacebar`	Select or clear the check box if the active option is a check box.
`F4`	Display the items in the active list.

Advanced Windows Key Shortcuts

Window Management

`Win + Up Arrow`	Maximize the current window.
`Win + Down Arrow`	Minimize the current window, or restore if maximized.
`Win + Left Arrow`	Snap the current window to the left side of the screen.
`Win + Right Arrow`	Snap the current window to the right side of the screen.
`Win + Shift + Left Arrow`	Move the window to the monitor on the left.
`Win + Shift + Right Arrow`	Move the window to the monitor on the right.

Windows Key Combinations

`Win + Tab`	Open Task View.
`Win + Spacebar`	Switch input language and keyboard layout.
`Win + Ctrl + Spacebar`	Switch to a previously selected input.
`Win + .` or `Win + ;`	Open the emoji panel.
`Win + Alt + D`	Show and hide the date and time on the desktop.
`Win + Pause`	Display the System Properties dialog box.

Shortcuts in Command Prompt

`Ctrl + C` or `Ctrl + Insert`	Copy the selected text.
`Ctrl + V` or `Shift + Insert`	Paste the selected text.
`Ctrl + A`	Select all text.
`Ctrl + Up/Down Arrow`	Move the cursor one line up or down in the command history.
`Esc`	Clear the current command line.
`F7`	Display command history.