













































## Keyboard Shortcuts for Windows 8

Windows 8 Specific Keyboard Shortcuts	
Keystroke	Function
	Switch between Metro Start screen and the last accessed application
 + C	Access the charms bar
 + Tab	Access the Metro Taskbar
 + I	Access the Settings charm
 + H	Access the Share charm
 + K	Access the Devices charm
 + Q	Access the Apps Search screen
 + F	Access the Files Search screen
 + W	Access the Settings Search screen
 + P	Access the Second Screen bar
 + Z	Brings up the App Bar when you have a Metro App running
 + X	Access the Windows Tools Menu
 + O	Lock screen orientation
 + .	Move the screen split to the right
 + Shift + .	Move the screen split to the left
 + V	View all active Toasts/Notifications
 + Shift + V	View all active Toasts/Notifications in reverse order
 + PrtScn	Takes a screenshot of the screen and automatically saves it in the Pictures folder as Screenshot (#)—incrementing the # with each successive screenshot
 + Enter	Launch Narrator
PageUp	Scroll forward on the Metro Start screen
PageDown	Scroll backward on the Metro Start screen
Esc	Close a charm
Ctrl + Esc	Switch between Metro Start screen and the last accessed application
Ctrl + Mouse scroll wheel	Activate the Semantic Zoom on the Metro screen

## Standard Windows Keyboard Shortcuts

Keystroke	Function
 + E	Open Computer
 + R	Open the Run dialog box
 + U	Open Ease of Access Center
 + Ctrl + F	Open Find Computers dialog box
 + Pause/Break	Open the System page
 + 1..10	Launch a program pinned on the Taskbar in the position indicated by the number Or, access a running program on the Taskbar in the position indicated by the number
 + Shift + 1..10	Launch a new instance of a program pinned on the Taskbar in the position indicated by the number
 + Ctrl + 1..10	Access the last active instance of a program pinned on the Taskbar in the position indicated by the number
 + Alt + 1..10	Access the Jump List of a program pinned on the Taskbar in the position indicated by the number
 + B	Select the first item in the Notification Area and then use the arrow keys to cycle through the items Press Enter to open the selected item
 + Ctrl + B	Access the program that is displaying a message in the Notification Area
 + T	Cycle through the items on the Taskbar
 + M	Minimize all windows
 + Shift + M	Restore all minimized windows
 + D	Show/Hide Desktop (minimize/restore all windows)
 + L	Lock computer
 + Up Arrow	Maximize current window
 + Down Arrow	Minimize/restore current window
 + Home	Minimize all but the current window
 + Left Arrow	Tile window on the left side of the screen
 + Right Arrow	Tile window on the right side of the screen
 + Shift + Up Arrow	Extend current window from the top to the bottom of the screen
 + Shift + Left/Right Arrow	Move the current window from one monitor to the next
 + F1	Launch Windows Help and Support
Alt	Display a hidden Menu Bar
Alt + D	Select the Address Bar
Alt + P	Display the Preview Pane in Windows Explorer
Alt + Tab	Cycle forward through open windows
Alt + Shift + Tab	Cycle backward through open windows

<b>Keystroke</b>	<b>Function</b>
Alt + F4	Close the current window
Alt + Spacebar	Open the Shut Down Windows dialog box from the Desktop Access the Shortcut menu for current window
Alt + Esc	Cycle between open programs in the order that they were opened
Alt + Enter	Open the Properties dialog box of the selected item
Alt + PrtScn	Take a screen shot of the active Window and place it in the clipboard
Alt + Up Arrow	Move up one folder level in Windows Explorer (Like the Up Arrow in XP)
Alt + Left Arrow	Display the previous folder
Alt + Right Arrow	Display the next folder
Shift + Insert CD/DVD	Load CD/DVD without triggering Autoplay or Autorun
Shift + Delete	Permanently delete the item (rather than sending it to the Recycle Bin)
Shift + F6	Cycle backward through elements in a window or dialog box
Shift + F10	Access the context menu for the selected item
Shift + Tab	Cycle backward through elements in a window or dialog box
Shift + Click	Select a consecutive group of items
Shift + Click on a Taskbar button	Launch a new instance of a program
Shift + Right-click on a Taskbar button	Access the context menu for the selected item
Ctrl + A	Select all items
Ctrl + C	Copy the selected item
Ctrl + X	Cut the selected item
Ctrl + V	Paste the selected item
Ctrl + D	Delete selected item
Ctrl + Z	Undo an action
Ctrl + Y	Redo an action
Ctrl + N	Open a new window in Windows Explorer
Ctrl + W	Close current window in Windows Explorer
Ctrl + E	Select the Search box in the upper right corner of a window
Ctrl + Shift + N	Create new folder
Ctrl + Shift + Esc	Open the Windows Task Manager
Ctrl + Alt + Tab	Use arrow keys to cycle through open windows
Ctrl + Alt + Delete	Access the Windows Security screen

<b>Keystroke</b>	<b>Function</b>
Ctrl + Click	Select multiple individual items
Ctrl + Click and drag an item	Copies that item in the same folder
Ctrl + Shift + Click and drag an item	Creates a shortcut for that item in the same folder
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + Tab	Move backward through tabs
Ctrl + Shift + Click on a Taskbar button	Launch a new instance of a program as an Administrator
Ctrl + Click on a grouped Taskbar button	Cycle through the instances of a program in the group
F1	Display Help
F2	Rename a file
F3	Open Search
F4	Display the Address Bar list
F5	Refresh display
F6	Cycle forward through elements in a window or dialog box
F7	Display command history in a Command Prompt
F10	Display hidden Menu Bar
F11	Toggle full screen display
Tab	Cycle forward through elements in a window or dialog box
PrtScn	Take a screen shot of the entire screen and place it in the clipboard
 (Application Key)	Access the context menu for the selected item
Home	Move to the top of the active window
End	Move to the bottom of the active window
Delete	Delete the selected item
Backspace	Display the previous folder in Windows Explorer Move up one folder level in Open or Save dialog box
Esc	Close a dialog box
Num Lock Enabled + Plus (+)	Display the contents of the selected folder
Num Lock Enabled + Minus (-)	Collapse the selected folder
Num Lock Enabled + Asterisk (*)	Expand all subfolders under the selected folder
Press Shift 5 times	Turn StickyKeys on or off
Hold down right Shift for 8 seconds	Turn FilterKeys on or off
Hold down Num Lock for 5 seconds	Turn ToggleKeys on or off