CHEAT SHEET

Windows 11 keyboard shortcuts: 60 that actually save time

APPLIO BLOG
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WINDOWS AND VIRTUAL DESKTOPS

Win + D	Show the desktop; press again to bring everything back
Win + M	Minimise all windows
Win + Shift + M	Restore the windows you minimised
Win + Home	Minimise everything except the active window
Win + Z	Open Snap layouts for the active window
Win + Shift + Left/Right	Move the window to the other monitor
Alt + Tab	Switch between open windows
Win + Tab	Task View: every window and desktop at once
Win + Ctrl + D	Create a new virtual desktop
Win + Ctrl + Left/Right	Switch between virtual desktops
Win + Ctrl + F4	Close the current virtual desktop
Win + 1 to 9	Open or switch to the app pinned at that taskbar position
Win + Shift + 1 to 9	Open a new window of that taskbar app
Win + T	Cycle through taskbar apps
Alt + F4	Close the active app; on the desktop, open the shut down dialog

SCREENSHOTS AND SCREEN RECORDING

Win + Shift + S	Snipping Tool: rectangle, freeform, window or full screen
PrtScn	On current Windows 11 builds, opens the same Snipping Tool overlay
Win + PrtScn	Save a full-screen screenshot to Pictures\Screenshots
Alt + PrtScn	Copy only the active window
Win + G	Open Xbox Game Bar, which can record the screen
Win + Alt + R	Start or stop a Game Bar recording of the current app

SEARCH, SETTINGS AND SYSTEM

Win	Open Start; start typing to search
Win + S	Open search
Win + I	Open Settings
Win + A	Quick Settings: Wi-Fi, Bluetooth, volume, brightness
Win + N	Notifications and calendar
Win + W	Widgets
Win + X	Quick Link menu: Device Manager, Terminal, Disk Management and more
Win + R	Run dialog
Win + L	Lock the PC
Win + P	Choose how a second screen or projector is used
Win + K	Cast to a wireless display
Win + Space	Switch keyboard layout or input language
Win + Pause	Open Settings, System, About
Win + Ctrl + Shift + B	Restart the graphics driver (useful after a black or frozen screen)

FILE EXPLORER

Win + E	Open File Explorer
Ctrl + T	New Explorer tab
Ctrl + W	Close the current tab or window
Ctrl + Shift + N	New folder
F2	Rename the selected file
Alt + Enter	Properties of the selected file
Alt + Up	Go up one folder
Alt + Left/Right	Back and forward
Ctrl + L	Jump to the address bar to type a path
Ctrl + E	Search the current folder
Ctrl + Shift + C	Copy the full path of the selected file
Shift + Delete	Delete permanently, skipping the Recycle Bin

TEXT EDITING THAT WORKS ALMOST EVERYWHERE

Ctrl + Left/Right	Jump a whole word
Ctrl + Shift + Left/Right	Select a word at a time
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
Home / End	Start or end of the line
Ctrl + Home / End	Start or end of the document
Shift + Home / End	Select to the start or end of the line
Ctrl + Z / Ctrl + Y	Undo and redo
Ctrl + A	Select all
Ctrl + F	Find on the page or in the document
Win + H	Voice typing into whatever text box is active

ACCESSIBILITY SHORTCUTS

Win + +	Turn on Magnifier and zoom in
Win + Esc	Turn off Magnifier
Win + Ctrl + Enter	Turn Narrator on or off
Win + U	Open the Accessibility settings