



Windows Essentials: Keyboard Combos

The essential Windows keyboard combos you'll use every day.

BASICS

Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + N	New
Ctrl + O	Open
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find
Alt + F4	Close Program

WINDOWS & DESKTOP

Win	Open Start Menu
Win + D	Show Desktop
Win + E	File Explorer
Win + I	Settings
Win + L	Lock PC
Alt + Tab	Switch Between Apps
Win + Tab	Task View (Virtual Desktops)
Windows + ← / →	Snap Window Left/Right
Windows + ↑ / ↓	Maximize / Restore / Minimize

FILE EXPLORER

Ctrl + Shift + N	New Folder
Ctrl + Shift + T	Restore Closed Tab
Alt + Enter	Properties
F2	Rename
Delete	Move to Recycle Bin
Shift + Delete	Permanent Delete

SCREENSHOTS

PrtScn	Copy Full Screen
Alt + PrtScn	Copy Active Window
Win + PrtScn	Save Full Screen (Pictures\Screenshots)
Win + Shift + S	Snipping Tool (Select Area)
Win + G	Xbox Game Bar (Record Screen)

SYSTEM & HELP

Ctrl + Shift + Esc	Task Manager
Win + R	Run Dialog
Win + .	Emoji Panel
F1	Help (in most apps)

★ RGE TIPS

- Start with the basics—build your speed over time.
- Use **Win + S** (Search) to find apps, files, settings, and more.
- Create a habit—use shortcuts daily to become faster.



GOLDEN RULE

Shortcuts save time and reduce frustration.
A few keys today can save you hours every week.