

Complete List of Windows 8 Keyboard Shortcuts

Keyboard Shortcuts for Desktops

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Introduction

One of the smartest ways to work with Windows is by using keyboard shortcuts. All of us Windows users have at some point in time used them, for tasks that are frequently performed such as copy and paste or for far more complex activities. Windows 8, unlike Windows 7 is designed to run on both traditional PCs as well as touch screen. Hence the operating system has had to accommodate some unique shortcuts apart from the ones used in previous versions.

In this eBook, I'll touch upon the shortcuts that are unique to Windows 8, then list the ones that usually works even on older versions. In the last section, you can use the blank spaces to jot down shortcuts you use frequently and print it out for faster reference. As you become familiar with the shortcuts, you will no longer need any reference material.

It makes more sense to use the keyboard shortcuts in Windows 8 running on desktops, as you will soon find out that the OS has been primarily designed for touch and navigating using the keyboard and mouse just doesn't cut it out. If you find yourself struggling with navigation, just make use of the Windows key to get round anywhere in Windows 8.

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Unique Windows 8 Keyboard Shortcuts

Action	Keyboard Shortcut
Access the Start Screen	Windows key
Get to the Desktop	Windows +D
Display the Charms menu	Windows +C
Display the Search Charm	Windows +Q ; or Type the search term on the Start screen
Display the Share Charm	Windows +H
Display the Devices Charm	Windows +K
Display the Settings Charm	Windows +I
Display the App Bar from any App Window	Windows +Z
Cycle between open Apps	Windows +Tab or Alt +Tab
Snap an App to Any Side	Windows +Period

Complete List of Windows 8 Keyboard Shortcuts

Action	Keyboard Shortcut
Open Start Screen	Windows key or Ctrl + Esc
Display Help	F1
Launch Windows Help and Support	Windows + F1
Search for a file or folder	F3
Zoom in (On Start Screen)	Ctrl +
Zoom Out (On Start Screen)	Ctrl -
Select All	Ctrl + A
Copy	Ctrl + C or Ctrl + Insert
Paste	Ctrl + V or Shift + Insert
Cut	Ctrl + X
Redo	Ctrl + Y
Undo	Ctrl + Z
Cancel	Esc
Turn on Filter Keys	Press Shift Key for about 8 seconds
Turn on Sticky Keys	Press Shift Key 5 times
Turn on Toggle Keys	Press NumLock for about 5 seconds
Change size of desktop icons	Press Ctrl + Mouse wheel
Open Charms menu	Windows + C
Open Share Charm	Windows + H
Open Settings in the search charm	Windows + W

Action	Keyboard Shortcut
Open Settings Charm	Windows + I
Open Devices Charm	Windows + K
Open Search Charm	Windows + Q
Display files in Search Charm	Windows + F
Show desktop	Windows + D
Peek the desktop	Windows + , (comma)
Open Run	Windows + R
Refresh	Ctrl + R or Press F5
Select the Address Bar in IE	Alt + D
Lock the Computer	Windows + L
Change Lock Screen Orientation	Windows + O
Minimize all Windows	Windows + M
Minimize inactive desktop windows	Windows + Home
Minimize the active desktop window	Windows + Down Arrow
Minimize the active desktop window with current width	Windows + Shift +Down Arrow
Maximize the active desktop window	Windows + Up Arrow
Maximize the active desktop window with current width	Windows + Shift +Up Arrow
Open File Explorer	Windows + E
Open new File Explorer window	Ctrl +N
Create a new folder in File Explorer	Ctrl +Shift +N
Select Search in File Explorer	Ctrl +E
Show the previous folder in File Explorer	Alt + Left Arrow
Advance up one level in File Explorer	Alt + Up Arrow
Dock Magnifier Tool	Ctrl +Alt +D
Invert Colors in Magnifier tool	Ctrl +Alt + I
Enable Lens mode in Magnifier	Ctrl +Alt +L
Exit Magnifier Tool	Windows + Esc
Open Find Computers window	Windows + Ctrl +F

Action	Keyboard Shortcut
Cycle between Desktop Gadgets	Windows + G
Switch between snapped apps and larger apps	Windows + J
Open projector	Windows + P
Cycle through the running desktop apps from the taskbar	Windows + T
Launch the Ease of Access Center	Windows + U
Cycle through notifications	Windows + V
Cycle through notifications in backward order	Windows + Shift +V
Snap a Windows 8 app to the right	Windows + . (period)
Snap a Windows 8 app to the left	Windows + Shift +. (period)
Snap the active desktop window to the left	Windows + Left Arrow
Snap the active desktop window to the right	Windows + Right Arrow
Snap the active desktop window to the left monitor	Windows + Shift +Left Arrow
Snap the active desktop window to the right monitor	Windows + Shift +Right Arrow
Launch Narrator	Windows + Enter
Launch Windows Media Center if installed	Windows + Alt +Enter
Launch Task Manager	Ctrl + Shift + Esc
Close the current window (only desktop apps)	Ctrl + W
Display items in the active list (only for desktop apps)	F4
Open the hidden system menu	Windows + X
Open the App bar (Only opens Windows 8 apps)	Windows + Z
Display apps at the position on the taskbar	Windows + 1,2,3,4,5,6,7,8,9
Open Properties window for the item selected in File Explorer	Alt + Enter

Action	Keyboard Shortcut
Select or clear an active check box	Space key
Switch input language and keyboard layout	Windows + Space key
Open a shortcut menu in desktop applications	Alt + Space key
Move forward through options	Tab
Cycle through Windows 8 app history	Windows + Tab or Ctrl + Tab
Switch between open apps	Alt + Tab
Move backward through options	Shift + Tab
Copy an image of your screen to the Clipboard	PrntScr
Turn on High Contrast	Left Alt + Left Shift + PrntScr
Move the Start screen to the left monitor	Windows + PageUp
Move the Start screen to the right monitor	Windows + PageDown
Open the System Properties window	Windows + Break
Open the previous menu or close the current submenu	Left Arrow
Open the next menu or submenu	Right Arrow
Show the previous word or element	Ctrl + Left Arrow
Show the next word or element	Ctrl + Right Arrow
Show previous paragraph	Ctrl + Up Arrow
Select a block of text	Ctrl + Shift +Up/Down Arrow
Advance to the next paragraph	Ctrl + Down Arrow
Rename a selected item	F2
Select a block of text from the current cursor position to the left	Ctrl +Shift + Left Arrow
Select a block of text from the current cursor position to the right	Ctrl +Shift + Right Arrow
Close an active document	Ctrl + F4
Close an active app	Alt + F4

