SULLTEC · CHEAT SHEET · WINDOWS 11

Windows **keyboard shortcuts.**

The shortcuts that save the most time in Windows 11. Keep it beside your keyboard.

Everyday editing

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Win + V	Paste from clipboard history
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select everything
Ctrl + F	Find on the page
Ctrl + S	Save
Ctrl + P	Print
Ctrl + B I U	Bold, italic, underline

Moving through text

Ctrl + ← or →	Jump a word at a time
Ctrl + Shift + ← or →	Select a word at a time
Home or End	Start or end of the line
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
Shift + Home or End	Select to line start or end
Ctrl + Home or End	Jump to the top or bottom
Win + H	Voice typing

Tips worth knowing

Win + X	Power menu: Device Manager, Terminal
Win + R	Run a command or path
Shift + right-click	The full right-click menu

SCREEN BLACK OR FROZEN?

Win + Ctrl + Shift + B restarts the graphics driver without closing anything.

GOOD TO KNOW

Clipboard history asks to be turned on the first time. After that it keeps your last 25 copies until you restart.

Windows and apps

Alt + Tab	Switch windows
Win + D	Show the desktop
Win + ← or →	Snap to half the screen
Win + Z	Snap layouts
Win + ↑	Maximise the window
Win + Shift + →	Move to the other monitor
Alt + F4	Close the window
Win + Tab	Task view
Win + Ctrl + D	New virtual desktop
Win + Ctrl + ← or →	Switch virtual desktops

Lock up and stay safe

Win + L	Lock it when you step away
Ctrl + Alt + Del	Security screen
Ctrl + Shift + Esc	Task Manager

REMEMBER

An email asking you to sign in, pay, or open an attachment you didn't expect? Contact SullTec before you click.

Files and finding things

Win	Start: type to search
Win + E	File Explorer
Ctrl + Shift + N	New folder
F2	Rename the file
Alt + ↑	Up one folder
Alt + Enter	File properties
Win + Shift + S	Snip part of the screen
Win + I	Settings

In the browser

Ctrl + T	New tab
Ctrl + Shift + T	Reopen the closed tab
Ctrl + W	Close the tab
Ctrl + Shift + N	Private window
Ctrl + J	Downloads
Ctrl + F5	Reload from scratch