

WINDOWS 11

KEYBOARD SHORTCUTS

Cheat Sheet



NEW FEATURES

-  **W** → Open up the Widgets pane.
It supplies you with the weather forecast, local traffic, news, and even your calendar.
-  **A** → Toggle up the Quick Settings.
It controls the Volume, Wi-Fi, Bluetooth, Brightness sliders, Focus Assist, and other settings.
-  **N** → Bring up the Notification Center.
It shows all your notifications in the OS.
-  **Z** → Open the Snap Layouts flyout.
It helps you organize apps and windows for multitasking.
-  **C** → Open Teams Chat app from Taskbar.
It helps you quickly select a chat thread directly from the Taskbar.

STANDARD FEATURES

- Ctrl** **A** → Select all contents
- Ctrl** **C** → Copy the selected items
- Ctrl** **X** → Cut the selected items
- Ctrl** **V** → Paste the copied or cut items
- Ctrl** **Z** → Undo an action
- Ctrl** **Y** → Redo an action
- Alt** **Tab** → Switch between the running applications
-  **Tab** → Open Task View
- Alt** **F4** → Close the active app or If you are on Desktop, open the Shutdown box to shut down, restart, log out or put your PC to sleep.
-  **L** → Lock your computer.
-  **D** → Display and hide the desktop.
- Ctrl** **Del** → Delete the selected item and move it to the Recycle Bin.
- Shift** **Del** → Delete the selected item permanently.
- PRTSCN** → Capture a full screenshot and saves it in the clipboard.
-  **Shift** **S** → Capture part of the screen with Snip & Sketch.
-  **X** → Open Start button context menu.



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