

# Keyboard shortcuts in apps

Applies to: Windows 10, Windows 8.1

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Select Product Version

Windows 10 ▾

## Windows 10

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Keyboard shortcuts are keys or combinations of keys that provide another way to do something that you'd typically do with a mouse.

The following are common keyboard shortcuts in many of the Microsoft apps that come with Windows 10. This includes shortcuts for:

- [Microsoft Edge](#)
- [Calculator](#)
- [Game bar](#)
- [Groove](#)
- [Maps](#)
- [Movies & TV](#)
- [Paint](#)
- [Paint 3D](#)
- [Photos](#)
- [Voice Recorder](#)
- [WordPad](#)

In many of these apps, shortcuts are also shown in a tooltip if you hold the mouse pointer over a button. In others, pressing the Alt or F10 keys shows available keyboard shortcuts. If a letter is underlined in a menu, press the Alt key and the underlined key together instead of choosing that menu item. For example, to create a new picture in Paint, press Ctrl + N.

### Note

With a touch keyboard, you'll need to press the **Ctrl** key to view some shortcuts.

## Microsoft Edge keyboard shortcuts

Press this key	To do this
Ctrl + D	Add current site to favorites or reading list
Ctrl + I	Open favorites pane
Ctrl + J	Open downloads pane
Ctrl + H	Open history pane
Ctrl + P	Print the current page
Ctrl + F	Find on page
Alt + C	<p>Open Cortana</p> <p><b>Note</b></p> <p>Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use <a href="#">search</a>.</p>
Ctrl + Shift + R	Enter reading view
Ctrl + T	Open a new tab
Ctrl + Shift + T	Reopen the last closed tab
Ctrl + W or Ctrl + F4	Close the active tab
Ctrl + K	Duplicate tab
Ctrl + N	Open a new window
Ctrl + Shift + P	Open a new InPrivate Browsing window
Ctrl + Tab	Switch to the next tab
Ctrl + Shift + Tab	Switch to the previous tab
Ctrl + 1, 2, 3, and so on	Switch to a specific tab number
Ctrl + 9	Switch to the last tab
Ctrl + Plus (+)	Zoom in (25%)
Ctrl + Minus (-)	Zoom out (25%)
Ctrl + 0 (zero)	Reset zoom level
Backspace or Alt + Left arrow	Go back
Alt + Right arrow	Go forward

<b>Press this key</b>	<b>To do this</b>
F5 or Ctrl + R	Refresh the page
Esc	Stop loading the page
Ctrl + L or Ctrl + O (letter O)	Select the URL in the address bar to edit
Ctrl + Shift + L	Open address bar query in a new tab
Ctrl + E	Open a search query in the address bar
Ctrl + Enter	Add www. to the beginning and .com to the end of text typed in the address bar
Ctrl + click	Open link in a new tab
Ctrl + Shift + click	Open link in a new tab and switch to that tab
Alt + Shift + click	Open link in a new window
Ctrl + Shift + M	Start creating web notes
Ctrl + Alt + M	Copy selected content into a web note
F12	Open F12 Developer Tools
Ctrl + U	View source
F6	Toggle focus between webpage content and the address bar
F7	Turn caret browsing on for the active tab
Ctrl + Shift + Delete	Show controls to clear browsing data
Alt + N	Move focus to notification or download (if available)
<b>When reading books in Microsoft Edge:</b>	
Alt + T	Open or close the table of contents
Ctrl + B	Open or close your list of bookmarks
Ctrl + Shift + D	Add or remove a bookmark
Ctrl + Shift + O	Open or close Options
Ctrl + Shift + Y	Open or close the reading bar
Ctrl + Shift + U	Open Books in the Hub
Ctrl + Shift + G	Start read aloud
F11	Enter or exit full-screen reading

<b>Press this key</b>	<b>To do this</b>
Left or Up arrow, or Page Up	Go to next page
Right or Down arrow, or Page Down	Go to previous page
Home	Go to beginning of book
End	Go to end of book
Ctrl + F	Search the book
Ctrl + Shift + S	Save the book locally (for books not purchased in the Microsoft Store)
Ctrl + G	Go to page (when the book supports page lists)
Alt + A	Open the Notes panel
<b>When reading fixed-layout books in Microsoft Edge:</b>	
Ctrl + Shift + A	Toggle between "fit to width" and "fit to page" layout
F8	Toggle between one-page and two-page layouts
<b>When reading PDF documents in Microsoft Edge:</b>	
Ctrl + G	Go to a specific page number
Alt + T	Open or close the table of contents
Ctrl + F	Search the document
Ctrl + Plus (+) or Ctrl + Minus (-)	Zoom in / zoom out
Ctrl + Shift + A	Toggle between "fit to width" and "fit to page" layout
F8	Toggle between one-page and two-page layouts
F9	Rotate PDF
F11	Enter or exit full-screen reading
Ctrl + Shift + G	Start read aloud
Ctrl + Shift + M	Add notes to PDF books
Ctrl + Shift + S	Save a copy of the PDF document









## Calculator keyboard shortcuts

<b>Press this key</b>	<b>To do this</b>
Alt + 1	Switch to Standard mode
Alt + 2	Switch to Scientific mode

<b>Press this key</b>	<b>To do this</b>
Alt + 3	Switch to Programmer mode
Alt + 4	Switch to Date Calculation mode
Ctrl + M	Store in memory
Ctrl + P	Add to memory
Ctrl + Q	Subtract from memory
Ctrl + R	Recall from memory
Ctrl + L	Clear memory
Delete	Clear current input (select CE)
Esc	Fully clear input (select C)
F9	Select $\pm$
R	Select $1/x$
@	Calculate the square root
%	Select %
Ctrl + H	Turn calculation history on or off
Up arrow	Move up in history list
Down arrow	Move down in history list
Ctrl + Shift + D	Clear history
F3	Select DEG in Scientific mode
F4	Select RAD in Scientific mode
F5	Select GRAD in Scientific mode
Ctrl + G	Select $10^x$ in Scientific mode
Ctrl + O	Select cosh in Scientific mode
Ctrl + S	Select sinh in Scientific mode
Ctrl + T	Select tanh in Scientific mode
Shift + S	Select $\sin^{-1}$ in Scientific mode
Shift + O	Select $\cos^{-1}$ in Scientific mode
Shift + T	Select $\tan^{-1}$ in Scientific mode
Ctrl + Y	Select $y^x$ in Scientific mode
D	Select Mod in Scientific mode
L	Select log in Scientific mode
M	Select dms in Scientific mode
N	Select ln in Scientific mode
Ctrl + N	Select $e^x$ in Scientific mode
O	Select cos in Scientific mode
P	Select Pi in Scientific mode

<b>Press this key</b>	<b>To do this</b>
Q	Select x2 in Scientific mode
S	Select sin in Scientific mode
T	Select tan in Scientific mode
V	Select F-E in Scientific mode
X	Select Exp in Scientific mode
Y, ^	Select xy in Scientific mode
#	Select x3 in Scientific mode
!	Select n! in Scientific mode
%	Select Mod in Scientific or Programmer mode
F2	Select DWORD in Programmer mode
F3	Select WORD in Programmer mode
F4	Select BYTE in Programmer mode
F5	Select HEX in Programmer mode
F6	Select DEC in Programmer mode
F7	Select OCT in Programmer mode
F8	Select BIN in Programmer mode
F12	Select QWORD in Programmer mode
A-F	Select A-F in Programmer mode
J	Select RoL in Programmer mode
K	Select RoR in Programmer mode
<	Select Lsh in Programmer mode
>	Select Rsh in Programmer mode
%	Select Mod in Programmer mode
	Select Or in Programmer mode
^	Select Xor in Programmer mode
~	Select Not in Programmer mode
&	Select And in Programmer mode
Spacebar	Toggle the bit value in Programmer mode

## Game bar keyboard shortcuts

Press this key	To do this
Windows logo key  + G	Open Game bar when a game is open
Windows logo key  + Alt + G	Record the last 30 seconds
Windows logo key  + Alt + R	Start or stop recording
Windows logo key  + Alt + Print Screen	Take a screenshot of your game
Windows logo key  + Alt + T	Show or hide recording timer
Windows logo key  + Alt + M	Turn the microphone on or off
Windows logo key  + Alt + B	Start or stop broadcasting
Windows logo key  + Alt + W	Show camera during broadcast

## Groove keyboard shortcuts


Press this key	To do this
Ctrl + P	Play or pause
Ctrl + F	Skip to next song
Ctrl + B	Restart current song or skip to previous
F9	Volume up
F8	Volume down
F7	Mute volume
Ctrl + Enter	Select an item and enter selection mode
Ctrl + A	Select all
Delete	Delete selected item(s)
Ctrl + Shift + P	Play selected item
Ctrl + T	Repeat on or off
Ctrl + H	Shuffle on or off
Ctrl + Q	Search

## Maps keyboard shortcuts

Press this key	To do this
Arrow keys	Pan the map in any direction
Ctrl + plus or minus key (+ or -)	Zoom in or out

<b>Press this key</b>	<b>To do this</b>
Ctrl + Left or Right arrow keys	Rotate
Ctrl + Up or Down arrow keys	Tilt
+ or - keys	Zoom in or out in 3D Cities view
Page Up or Page Down	Move farther or closer in 3D Cities view
Ctrl + Y	Switch map views between aerial and road
Ctrl + Home	Center map on your current location
Ctrl + D	Get directions
Ctrl + F	Search
Ctrl + M	Minimize the active tab
Ctrl + P	Print
Ctrl + T	Show or hide traffic
Backspace	Go back
Ctrl + H	Share
Ctrl + L	Move focus to map
Ctrl + W	Close the active tab
Ctrl + Tab	Go to the next tab
Ctrl + Shift + Tab	Go to previous tab
Ctrl + S	Show or hide Streetside
Ctrl + C	Copy to clipboard

## Movies & TV keyboard shortcuts

<b>Press this key</b>	<b>To do this</b>
Alt + Enter	Play full-screen
Esc	Leave full-screen
Enter	Select something that's in focus
Spacebar or Ctrl + P	Play or pause (when a video is in focus)
Alt + Left arrow key or Windows logo key  + Backspace	Go back
Ctrl + T	Turn repeat on or off
F7	Mute the sound
F8	Volume down



<b>Press this key</b>	<b>To do this</b>
F9	Volume up

## Paint keyboard shortcuts

<b>Press this key</b>	<b>To do this</b>
F11	View a picture in full-screen mode
F12	Save the picture as a new file
Ctrl + A	Select the whole picture
Ctrl + B	Bold selected text
Ctrl + C	Copy a selection to the Clipboard
Ctrl + E	Open the Properties dialog box
Ctrl + G	Show or hide gridlines
Ctrl + I	Italicize selected text
Ctrl + N	Create a new picture
Ctrl + O	Open an existing picture
Ctrl + P	Print a picture
Ctrl + R	Show or hide the ruler
Ctrl + S	Save changes to a picture
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + W	Open the Resize and Skew dialog
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + plus (+)	Increase the width of a brush, line, or shape outline by one pixel
Ctrl + minus (-)	Decrease the width of a brush, line, or shape outline by one pixel
Ctrl + Page Up	Zoom in
Ctrl + Page Down	Zoom out
Alt + F4	Close a picture and its Paint window
Right arrow	Move the selection or active shape right by one pixel
Left arrow	Move the selection or active shape left by one pixel

<b>Press this key</b>	<b>To do this</b>
Down arrow	Move the selection or active shape down by one pixel
Up arrow	Move the selection or active shape up by one pixel
Shift + F10	Show the context menu

## Paint 3D keyboard shortcuts

<b>Press this key</b>	<b>To do this</b>
Ctrl + 0 or NumberPad0	Reset zoom
Ctrl + 3	Switch views
Ctrl + A	Selects all 3D items in your workspace; repeat command to toggle to select all 2D items
Ctrl + B	Bold selected text
Ctrl + C	Copy selected item
Ctrl + Insert	Copy selected item
Ctrl + Shift + C	Capture a screenshot
Ctrl + E	Show canvas properties
Ctrl + Shift + E	Show or hide 3D perspective
Ctrl + G	Group objects
Ctrl + Shift + G	Ungroup objects
I	Turn on eyedropper
Ctrl + I	Italicize selected text
M	Minimize or expand the side menu
Ctrl + N	Create a new picture or file
Ctrl + O	Open an existing picture or file
Ctrl + P	Print in 2D
Ctrl + S	Save
Ctrl + Shift + S	Save as
Ctrl + U	Underline selected text
Ctrl + V	Paste selected item
Shift + Insert	Paste selected item
Ctrl + W	Select canvas
Ctrl + Shift + W	Show or hide canvas
Ctrl + X	Cut selected item

<b>Press this key</b>	<b>To do this</b>
Shift + Delete	Cut selected item
Ctrl + Shift + X	2D crop
Ctrl + Y	Redo an action
Ctrl + Z	Undo an action
Escape	Stop or leave the current task
Home	Reset view
PgUp	Zoom in
Ctrl + PgUp	Zoom in
PgDn	Zoom out
Ctrl + PgDn	Zoom out
Ctrl + mouse wheel	Zoom in or out
Ctrl + Left	Orbit left
Ctrl + Right	Orbit right
Ctrl + Up	Orbit up
Ctrl + Down	Orbit down
Alt + Left	Pan left
Alt + Right	Pan right
Alt + Up	Pan up
Alt + Down	Pan down
Ctrl + Minus (-) or [	Decrease brush size
Ctrl + Plus (+) or ]	Increase brush size
Right arrow	Move selection or active shape right by one pixel
Left arrow	Move selection or active shape left by one pixel
Down arrow	Move selection or active shape down by one pixel
Up arrow	Move selection or active shape up by one pixel
Alt + F4	Close program
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the app
Shift + F10	Show the context menu
F11	View picture in full-screen mode
F12	Save picture as a new file

## Photos keyboard shortcuts

Press this key	To do this
Spacebar (in Collection)	Select an item and enter Selection mode
Enter (from Selection mode)	Select an item while in Selection mode
Spacebar (viewing a photo)	Show or hide commands
Spacebar (viewing a video)	Play or pause the video
Arrow keys (in Collection)	Scroll up, down, left, or right
Left or right arrow keys (on a single item or slideshow)	Show the next or previous item
Arrow keys (on a zoomed photo)	Move within the photo
Ctrl + plus or minus (+ or -)	Zoom in or out when viewing a photo
Ctrl + 0	Reset zoom on a photo
Esc	Return to previous screen
Ctrl + S	Save
Ctrl + P	Print
Ctrl + C	Copy
Ctrl + R (viewing or editing)	Rotate a photo
E (viewing a photo)	Enhance a photo
Ctrl + Z (editing)	Undo changes
Ctrl + Y (editing)	Redo changes
Ctrl + / (editing)	View original
Shift + arrow keys	Resize crop or selective focus area
Ctrl + arrow keys	Move crop or selective focus area
F5 (viewing an item)	Start a slide show
Alt + Enter	View file info
Ctrl + L	Set as lock screen
Ctrl + N (in Albums view)	Create a new album
Ctrl + R (in Albums view)	Remove album
Ctrl + D	Add selected items to album
Ctrl + U	Remove selected items from album

## Voice Recorder keyboard shortcuts

Press this key	To do this
Ctrl + R	Start a new recording
Ctrl + M	Add a new marker to the recording
Delete	Delete the selected recording
Spacebar	Play or pause
Backspace	Go back
F2	Rename a recording
Right or Left arrow	Jump ahead or back while playing a recording
Shift + Right or Left arrow	Jump further ahead or back
Home	Jump to the start of the recording
End	Jump to the end of the recording

## WordPad keyboard shortcuts

Press this key	To do this
F3	Search for the next instance of the text in the Find dialog box
F12	Save the document as a new file
Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + 5	Set line spacing to 1.5
Ctrl + A	Select all
Ctrl + B	Make selected text bold
Ctrl + C	Copy a selection to the Clipboard
Ctrl + D	Insert a Microsoft Paint drawing
Ctrl + E	Align text center
Ctrl + F	Search for text in a document
Ctrl + H	Replace text in a document
Ctrl + I	Italicize selected text
Ctrl + J	Justify text
Ctrl + L	Align text left
Ctrl + N	Create a new document
Ctrl + O	Open an existing document

Press this key	To do this
Ctrl + P	Print a document
Ctrl + R	Align text right
Ctrl + S	Save changes to a document
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + equal (=)	Make selected text subscript
Ctrl + Shift + equal (=)	Make selected text superscript
Ctrl + Shift + greater than (>)	Increase the font size
Ctrl + Shift + less than (<)	Decrease the font size
Ctrl + Shift + A	Change characters to all capitals
Ctrl + Shift + L	Change the bullet style
Ctrl + Left arrow	Move the cursor one word to the left
Ctrl + Right arrow	Move the cursor one word to the right
Ctrl + Up arrow	Move the cursor to the previous line
Ctrl + Down arrow	Move the cursor to the next line
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Ctrl + Page Up	Move up one page
Ctrl + Page Down	Move down one page
Ctrl + Delete	Delete the next word
Alt + F4	Close WordPad
Shift + F10	Show the context menu

## Additional keyboard shortcuts

- [Keyboard shortcuts in Windows](#)
- [Windows keyboard shortcuts for accessibility](#)
- [Keyboard shortcuts in Continuum for phones](#)
- [Microsoft Surface Hub keyboard shortcuts](#)

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