

Applies to Windows 8.1, Windows RT 8.1

SNo	Press this key	To do this
New keyboard shortcuts		
1	Windows logo key +start typing	Search your PC
2	Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
3	Ctrl+scroll wheel	Zoom in or out of a large number of items, like apps pinned to the Start screen
4	Windows logo key +C	Open the charms In an app, open the commands for the app
5	Windows logo key +F	Open the Search charm to search files
6	Windows logo key +H	Open the Share charm
7	Windows logo key +I	Open the Settings charm
8	Windows logo key +K	Open the Devices charm
9	Windows logo key +O	Lock the screen orientation (portrait or landscape)
10	Windows logo key +Q	Open the Search charm to search everywhere or within an open app (if the app supports app search)
11	Windows logo key +S	Open the Search charm to search Windows and the web
12	Windows logo key +W	Open the Search charm to search settings
13	Windows logo key +Z	Show the commands available in the app Note <ul style="list-style-type: none"> You can also see some settings and options by going to the Settings charm when the app is open.
14	Windows logo key +spacebar	Switch input language and keyboard layout
15	Windows logo key +Ctrl+spacebar	Change to a previously selected input
16	Windows logo key +Tab	Cycle through recently used apps (except desktop apps)
17	Windows logo key +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
18	Windows logo key +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
19	Windows logo key +Shift+period (.)	Snaps an app to the left
20	Windows logo key +period (.)	Cycle through open apps
21	Esc	Stop or exit the current task

General keyboard shortcuts

1	F1	Display Help
2	F2	Rename the selected item
3	F3	Search for a file or folder
4	F4	Display the address bar list in File Explorer
5	F5	Refresh the active window
6	F6	Cycle through screen elements in a window or on the desktop
7	F10	Activate the Menu bar in the active app
8	Alt+F4	Close the active item, or exit the active app
9	Alt+Esc	Cycle through items in the order in which they were opened
10	Alt+underlined letter	Perform the command for that letter
11	Alt+Enter	Display properties for the selected item
12	Alt+Spacebar	Open the shortcut menu for the active window
13	Alt+Left arrow	Back
14	Alt+Right arrow	Forward
15	Alt+Page Up	Move up one screen
16	Alt+Page Down	Move down one screen
17	Alt+Tab	Switch between open apps (except desktop apps)
18	Ctrl+F4	Close the active document (in apps that allow you to have multiple documents open simultaneously)
19	Ctrl+A	Select all items in a document or window
20	Ctrl+C (or Ctrl+Insert)	Copy the selected item
21	Ctrl+D (or Delete)	Delete the selected item and move it to the Recycle Bin
22	Ctrl+R (or F5)	Refresh the active window
23	Ctrl+V (or Shift+Insert)	Paste the selected item
24	Ctrl+X	Cut the selected item
25	Ctrl+Y	Redo an action
26	Ctrl+Z	Undo an action
27	Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
28	Ctrl+ mouse scroll wheel	Change the size of desktop icons or zoom in or out of a large number of items, like apps pinned to the Start screen
29	Ctrl+Right arrow	Move the cursor to the beginning of the next word
30	Ctrl+Left arrow	Move the cursor to the beginning of the previous word
31	Ctrl+Down arrow	Move the cursor to the beginning of the next paragraph
32	Ctrl+Up arrow	Move the cursor to the beginning of the previous paragraph
33	Ctrl+Alt+Tab	Use the arrow keys to switch between all open apps
34	Ctrl+arrow key (to move to an item)+Spacebar	Select multiple individual items in a window or on the desktop
35	Ctrl+Shift with an arrow key	Select a block of text

36	Ctrl+Esc	Open the Start screen
37	Ctrl+Shift+Esc	Open Task Manager
38	Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are available
39	Ctrl+Spacebar	Turn the Chinese input method editor (IME) on or off
40	Shift+F10	Display the shortcut menu for the selected item
41	Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
42	Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
43	Right arrow	Open the next menu to the right, or open a submenu
44	Left arrow	Open the next menu to the left, or close a submenu
45	Esc	Stop or leave the current task

Windows logo key keyboard shortcuts

1	Windows logo key +F1	Open Windows Help and Support
2	Windows logo key	Display or hide the Start screen
3	Windows logo key +B	Set focus in the notification area
4	Windows logo key +C	Open the Charms
5	Windows logo key +D	Display and hide the desktop
6	Windows logo key +E	Open File Explorer
7	Windows logo key +F	Open the Search charm and search for files
8	Windows logo key +H	Open the Share charm
9	Windows logo key +I	Open the Settings charm
10	Windows logo key +K	Open the Devices charm
11	Windows logo key +L	Lock your PC or switch people
12	Windows logo key +M	Minimize all windows
13	Windows logo key +O	Lock device orientation
14	Windows logo key +P	Choose a presentation display mode
15	Windows logo key +Q	Open the Search charm to search everywhere or within the open app (if the app supports app search)
16	Windows logo key +R	Open the Run dialog box
17	Windows logo key +S	Open the Search charm to search Windows and the web
18	Windows logo key +T	Cycle through apps on the taskbar
19	Windows logo key +U	Open Ease of Access Center
20	Windows logo key +V	Cycle through notifications
21	Windows logo key +Shift+V	Cycle through notifications in reverse order
22	Windows logo key +W	Open the Search charm and search for settings
23	Windows logo key +X	Open the Quick Link menu
24	Windows logo key +Z	<p>Show the commands available in the app</p> <p>Note</p> <ul style="list-style-type: none"> You can also see some settings and options by going to the Settings charm when

		the app is open.
25	Windows logo key +,	Temporarily peek at the desktop
26	Windows logo key +Pause	Display the System Properties dialog box
27	Windows logo key +Ctrl+F	Search for PCs (if you're on a network)
28	Windows logo key +Shift+M	Restore minimized windows on the desktop
29	Windows logo key +number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
30	Windows logo key +Shift+number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
31	Windows logo key +Ctrl+number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
32	Windows logo key +Alt+number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
33	Windows logo key +Ctrl+Shift+number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
34	Windows logo key +Tab	Cycle through recently used apps (except desktop apps)
35	Windows logo key +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
36	Windows logo key +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
37	Windows logo key +Ctrl+B	Switch to the app that displayed a message in the notification area
38	Windows logo key +Up arrow	Maximize the window
39	Windows logo key +Down arrow	Remove current app from screen or minimize the desktop window
40	Windows logo key +Left arrow	Maximize the app or desktop window to the left side of the screen
41	Windows logo key +Right arrow	Maximize the app or desktop window to the right side of the screen
42	Windows logo key +Home	Minimize all but the active desktop window (restores all windows on second stroke)
43	Windows logo key +Shift+Up arrow	Stretch the desktop window to the top and bottom of the screen
44	Windows logo key +Shift+Down arrow	Restore/minimize active desktop windows vertically, maintaining width
45	Windows logo key +Shift+Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
46	Windows logo key +Spacebar	Switch input language and keyboard layout

47	Windows logo key +Ctrl+Spacebar	Change to a previously selected input
48	Windows logo key +Enter	Open Narrator
49	Windows logo key +Shift+period (.)	Cycle through open apps
50	Windows logo key +period (.)	Cycle through open apps
51	Windows logo key +/	Initiate IME reconversion
52	Windows logo key +Alt+Enter	Open WindowsMedia Center
53	Windows logo key +plus (+) or minus (-)	Zoom in or out using Magnifier
54	Windows logo key +Esc	Exit Magnifier

Dialog box keyboard shortcuts

1	F1	Display Help
2	F4	Display the items in the active list
3	Ctrl+Tab	Move forward through tabs
4	Ctrl+Shift+Tab	Move back through tabs
5	Ctrl+number (number 1-9)	Move to nth tab
6	Tab	Move forward through options
7	Shift+Tab	Move back through options
8	Alt+underlined letter	Perform the command (or select the option) that goes with that letter
9	Spacebar	Select or clear the check box if the active option is a check box
10	Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box
11	Arrow keys	Select a button if the active option is a group of option buttons

File Explorer keyboard shortcuts

1	Alt+D	Select the address bar
2	Ctrl+E	Select the search box
3	Ctrl+F	Select the search box
4	Ctrl+N	Open a new window
5	Ctrl+W	Close the current window
6	Ctrl+mouse scroll wheel	Change the size and appearance of file and folder icons
7	Ctrl+Shift+E	Display all folders above the selected folder
8	Ctrl+Shift+N	Create a new folder
9	Num Lock+asterisk (*)	Display all subfolders under the selected folder
10	Num Lock+plus (+)	Display the contents of the selected folder
11	Num Lock+minus (-)	Collapse the selected folder
12	Alt+P	Display the preview pane
13	Alt+Enter	Open the Properties dialog box for the selected item

14	Alt+Right arrow	View the next folder
15	Alt+Up arrow	View the folder that the folder was in
16	Alt+Left arrow	View the previous folder
17	Backspace	View the previous folder
18	Right arrow	Display the current selection (if it's collapsed), or select the first subfolder
19	Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in
20	End	Display the bottom of the active window
21	Home	Display the top of the active window
22	F11	Maximize or minimize the active window

Taskbar keyboard shortcuts

1	Shift+click a taskbar button	Open an app or quickly open another instance of an app
2	Ctrl+Shift+click a taskbar button	Open an app as an administrator
3	Shift+right-click a taskbar button	Show the window menu for the app
4	Shift+right-click a grouped taskbar button	Show the window menu for the group
5	Ctrl+click a grouped taskbar button	Cycle through the windows of the group

Ease of Access keyboard shortcuts

1	Right Shift for eight seconds	Turn Filter Keys on and off
2	Left Alt+left Shift+Print Screen	Turn High Contrast on or off
3	Left Alt+left Shift+Num Lock	Turn Mouse Keys on or off
4	Shift five times	Turn Sticky Keys on or off
5	Num Lock for five seconds	Turn Toggle Keys on or off
6	Windows logo key +U	Open the Ease of Access Center

Magnifier keyboard shortcuts

1	Windows logo key +plus (+) or minus (-)	Zoom in or out
2	Ctrl+Alt+Spacebar	Preview the desktop in full-screen mode
3	Ctrl+Alt+D	Switch to docked mode
4	Ctrl+Alt+F	Switch to full-screen mode
5	Ctrl+Alt+I	Invert colors
6	Ctrl+Alt+L	Switch to lens mode
7	Ctrl+Alt+R	Resize the lens
8	Ctrl+Alt+arrow keys	Pan in the direction of the arrow keys
9	Windows logo key	Exit Magnifier

	+Esc	
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Narrator keyboard shortcuts

1	Spacebar or Enter	Activate current item
2	Tab and arrow keys	Move around on the screen
3	Ctrl	Stop reading
4	Caps Lock+D	Read item
5	Caps Lock+M	Start reading
6	Caps Lock+H	Read document
7	Caps Lock+V	Repeat phrase
8	Caps Lock+W	Read window
9	Caps Lock+Page Up or Page Down	Increase or decrease the volume of the voice
10	Caps Lock+plus (+) or minus (-)	Increase or decrease the speed of the voice
11	Caps Lock+Spacebar	Do default action
12	Caps Lock+Left or Right arrows	Move to previous/next item
13	Caps Lock+F2	Show commands for current item
14	Press Caps Lock twice in quick succession	Turn Caps Lock on or off
15	Caps+Esc	Exit Narrator

Narrator touch keyboard shortcuts

1	Tap once with two fingers	Stop Narrator from reading
2	Tap three times with four fingers	Show all Narrator commands (including the ones not in this list)
3	Double-tap	Activate primary action
4	Triple-tap	Activate secondary action
5	Touch or drag a single finger	Read what's under your fingers
6	Flick left/right with one finger	Move to next or previous item
7	Swipe left/right/up/down with two fingers	Scroll
8	Swipe down with three fingers	Start reading on explorable text

Remote Desktop Connection on the desktop keyboard shortcuts

1	Alt+Page Up	Move between apps from left to right
2	Alt+Page Down	Move between apps from right to left
3	Alt+Insert	Cycle through apps in the order that they were started
4	Alt+Home	Display the Start screen
5	Ctrl+Alt+Break	Switch between a window and full screen

6	Ctrl+Alt+End	Display the Windows Security dialog box
7	Ctrl+Alt+Home	In full-screen mode, activate the connection bar
8	Alt+Delete	Display the system menu
9	Ctrl+Alt+minus (-) on the numeric keypad	Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+Print Screen on a local PC)
10	Ctrl+Alt+plus (+) on the numeric keypad	Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing Print Screen on a local PC)
11	Ctrl+Alt+Right arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.
12	Ctrl+Alt+Left arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.

Windows Help viewer keyboard shortcuts

1	F3	Move the cursor to the search box
2	F10	Display the Options menu
3	Home	Move to the beginning of a topic
4	End	Move to the end of a topic
5	Alt+Left arrow	Move back to the previously viewed topic
6	Alt+Right arrow	Move forward to the next (previously viewed) topic
7	Alt+Home	Display the Help and Support home page
8	Alt+A	Display the customer support page
9	Alt+C	Display the Table of Contents
10	Alt+N	Display the Connection Settings menu
11	Ctrl+F	Search the current topic
12	Ctrl+P	Print a topic

App rearranging shortcuts

1	Windows logo key +. (period)	Enter rearrange mode and select apps or dividers across monitors
2	Windows logo key +left arrow	Move app divider left
3	Windows logo key +right arrow	Move app divider right
4	Windows logo key +up arrow	Maximize app
5	Windows logo key +down arrow	Close app
6	Windows logo key +Esc	Exit rearrange mode

Calculator keyboard shortcuts

1	F1	Open Calculator Help
2	F2	Edit the calculation history
3	Alt+1	Switch to Standard mode

4	Alt+2	Switch to Scientific mode
5	Alt+3	Switch to Programmer mode
6	Alt+4	Switch to Statistics mode
7	Alt+C	Calculate or solve date calculations and worksheets
8	Ctrl+E	Open date calculations
9	Ctrl+H	Turn calculation history on or off
10	Ctrl+L	Press the MC button
11	Ctrl+M	Press the MS button
12	Ctrl+P	Press the M+ button
13	Ctrl+Q	Press the M- button
14	Ctrl+R	Press the MR button
15	Ctrl+U	Open unit conversion
16	Ctrl+Shift+D	Clear the calculation history
17	F9	Press the +/- button
18	R	Press the 1/× button
19	@	Press the square root button
20	Del	Press the CE button
21	Up arrow	Move up in the calculation history
22	Down arrow	Move down in the calculation history
23	Esc	Press the C button or stop editing the calculation history
24	Enter	Recalculate the calculation history after editing
25	F3	Select Degrees in Scientific mode
26	F4	Select Radians in Scientific mode
27	F5	Select Grads in Scientific mode
28	Ctrl+B	Press the $3\sqrt{x}$ button in Scientific mode
29	Ctrl+G	Press the 10x button in Scientific mode
30	Ctrl+O	Press the cosh button in Scientific mode
31	Ctrl+S	Press the sinh button in Scientific mode
32	Ctrl+T	Press the tanh button in Scientific mode
33	Ctrl+Y	Press the $y\sqrt{x}$ button in Scientific mode
34	D	Press the Mod button in Scientific mode
35	I	Press the Inv button in Scientific mode
36	L	Press the log button in Scientific mode
37	M	Press the dms button in Scientific mode
38	N	Press the ln button in Scientific mode
39	O	Press the cos button in Scientific mode
40	P	Press the pi button in Scientific mode
41	Q	Press the x^2 button in Scientific mode
42	S	Press the sin button in Scientific mode
43	T	Press the tan button in Scientific mode

44	V	Press the F-E button in Scientific mode
45	X	Press the Exp button in Scientific mode
46	Y	Press the x^y button in Scientific mode
47	#	Press the x^3 button in Scientific mode
48	;	Press the Int button in Scientific mode
49	!	Press the n! button in Scientific mode
50	F2	Select Dword in Programmer mode
51	F3	Select Word in Programmer mode
52	F4	Select Byte in Programmer mode
53	F5	Select Hex in Programmer mode
54	F6	Select Dec in Programmer mode
55	F7	Select Oct in Programmer mode
56	F8	Select Bin in Programmer mode
57	F12	Select Qword in Programmer mode
58	A-F	Press the A-F buttons in Programmer mode
59	J	Press the RoL button in Programmer mode
60	K	Press the RoR button in Programmer mode
61	<	Press the Lsh button in Programmer mode
62	>	Press the Rsh button in Programmer mode
63	%	Press the Mod button in Programmer mode
64		Press the Or button in Programmer mode
65	^	Press the Xor button in Programmer mode
66	~	Press the Not button in Programmer mode
67	&	Press the And button in Programmer mode
68	Spacebar	Toggles the bit value in Programmer mode
69	A	Press the Average button in Statistics mode
70	Ctrl+A	Press the Average Sq button in Statistics mode
71	S	Press the Sum button in Statistics mode
72	Ctrl+S	Press the Sum Sq button in Statistics mode
73	T	Press the S.D. button in Statistics mode
74	Ctrl+T	Press the Inv S.D. button in Statistics mode
75	D	Press the CAD button in Statistics mode

Calendar keyboard shortcuts

1	Ctrl+1 or Ctrl+D	Show the day view
2	Ctrl+2 or Ctrl+O	Show the work week view
3	Ctrl+3 or Ctrl+W	Show the week view
4	Ctrl+4 or Ctrl+M	Show the month view
5	Ctrl+T or Home	Go to today
6	Ctrl+N	Create a new event
		In month view, go to the previous month

7	Page up	In week view, go to the previous week In day view, go to the previous two days
8	Ctrl+H	In month view, go to the previous month In week view, go to the previous week In day view, go to the previous two days
9	Page down	In month view, go to the next month In week view, go to the next week In day view, go to the next two days
10	Ctrl+J	In month view, go to the next month In week view, go to the next week In day view, go to the next two days
11	Right arrow	In a view, go to the next day
12	Left arrow	In a view, go to the previous day
13	Down arrow	In a view, go to the next hour
14	Up arrow	In a view, go to the previous hour
15	Esc	Go back
16	Ctrl+S	Save or send the event
17	Ctrl+P, use up and down arrows to select	Respond to an event
18	Ctrl+D	Delete an event

Mail keyboard shortcuts

1	Ctrl+R	Reply
2	Ctrl+Shift+R	Reply all
3	Ctrl+F	Forward
4	Ctrl+M	Move item to a different folder
5	Ctrl+J	Toggle between marking a message as junk or not junk
6	Ctrl+Shift+U	Show only unread messages
7	Ctrl+Shift+A	Show all messages
8	Ctrl+Shift+E	Show Folder options
9	Ctrl+U	Mark as unread
10	Ctrl+Q	Mark as read
11	Ctrl+A	Select all messages
12	Insert	Toggle between Flag and Remove flag for messages
13	Ctrl+N	New message
14	F5	Sync
15	Alt+B	Put focus on the bcc button
16	Alt+C	Put focus on the cc button

		Accept
17	Alt+D	Decline
18	Alt+T	Put focus on the To button Tentative
19	Alt+V	Open the invitation in Calendar
20	Alt+S	Send mail
21	Alt+i	Insert attachment
22	Ctrl+Shift+F	Select a font
23	Ctrl+Spacebar	Clear formatting
24	Ctrl+Y	Redo
25	F4	Redo
26	Ctrl+[Increase font size one point
27	Ctrl+]	Decrease font size one point
28	Ctrl+Shift+,	Decrease font size
29	Ctrl+Shift+.	Increase font size
30	Ctrl+K	Add a link
31	Ctrl+E	Center
32	Ctrl+L	Left
33	Ctrl+R	Right
34	Ctrl+Shift+L	Bullets
35	Ctrl+M	Indent when text is selected
36	Ctrl+Shift+M	Outdent
37	Tab or Shift+Tab	Indent/outdent when text is selected or when focus is in a list
38	Ctrl+'	Acute accent
39	Ctrl+,	Cedilla accent
40	Ctrl+Shift+6	Circumflex accent
41	Ctrl+Shift+;	Diaeresis accent
42	Ctrl+`	Grave accent
43	Ctrl+Shift+7	Ligature accent
44	Ctrl+Shift+2	Ring accent
45	Ctrl+/'	Forward slash accent
46	Ctrl+Shift+`	Tilde accent
47	Alt+Ctrl+Shift+1	Inverted exclamation mark
48	Alt+Ctrl+Shift+/'	Inverted question mark

People keyboard shortcuts

1	Ctrl+N	Add a contact
2	Ctrl+S	Save changes
3	Delete	Delete a contact
4	Ctrl+F	Make a contact a favorite
5	Ctrl+Shift+1	Pin a contact to Start

6	Esc	Go back
7	Home	Go to beginning of contact list
8	Page down	Go forward in the contact list
9	Page up	Go backwards in the contact list
10	End	Go to end of the contact list

Messaging keyboard shortcuts

1	Ctrl+N	Start a new conversation
2	Ctrl+N	Select people
3	Ctrl+E	Select an emoticon
4	Ctrl+>	Next conversation
5	Ctrl+<	Previous conversation

Paint keyboard shortcuts

1	F1	Open Paint Help
2	F11	View a picture in full-screen mode
3	F12	Save the picture as a new file
4	Ctrl+A	Select the entire picture
5	Ctrl+B	Bold selected text
6	Ctrl+C	Copy a selection to the Clipboard
7	Ctrl+E	Open the Properties dialog box
8	Ctrl+G	Show or hide gridlines
9	Ctrl+I	Italicize selected text
10	Ctrl+N	Create a new picture
11	Ctrl+O	Open an existing picture
12	Ctrl+P	Print a picture
13	Ctrl+R	Show or hide the ruler
14	Ctrl+S	Save changes to a picture
15	Ctrl+U	Underline selected text
16	Ctrl+V	Paste a selection from the Clipboard
17	Ctrl+W	Open the Resize and Skew dialog box
18	Ctrl+X	Cut a selection
19	Ctrl+Y	Redo a change
20	Ctrl+Z	Undo a change
21	Ctrl+plus (+)	Increase the width of a brush, line, or shape outline by one pixel
22	Ctrl+minus (-)	Decrease the width of a brush, line, or shape outline by one pixel
23	Ctrl+Page Up	Zoom in
24	Ctrl+Page Down	Zoom out
25	Alt (or F10)	Display keytips
26	Alt+F4	Close a picture and its Paint window
27	Right arrow	Move the selection or active shape right by one pixel
28	Left arrow	Move the selection or active shape left by one pixel

29	Down arrow	Move the selection or active shape down by one pixel
30	Up arrow	Move the selection or active shape up by one pixel
31	Shift+F10	Show the current shortcut menu
Reader keyboard shortcuts		
1	F8	Use two-page layout
2	Ctrl+R	Rotate the file 90 degrees clockwise
3	Ctrl+F	Search for text in a file
4	F7	Use keyboard selection mode
5	Ctrl+P	Print a file
6	Ctrl+O	Open a file
7	Ctrl+W	Close a file
8	Ctrl+M	Reader app home
Remote Desktop Connection keyboard shortcuts		
1	Ctrl+Alt+Home	Toggle appbars between the remote PC and the one in front of you
2	Ctrl+Alt+Left arrow	Switch your view to the previous session (when viewing a session)
3	Ctrl+Alt+Right arrow	Switch your view to the next session (when viewing a session)
4	Ctrl+Alt+Up arrow	Switch your view to the first session (when viewing a session)
5	Ctrl+Alt+Down arrow	Switch your view to the last session (when viewing a session)
SkyDrive keyboard shortcuts		
1	Ctrl+A	Select all
2	Ctrl+Alt+1	Change view (details/thumbnails)
3	Ctrl+U	Upload
4	Ctrl+Shift+N	New folder
5	Esc	Clear selection
6	Ctrl+O	Open with
7	Ctrl+Alt+O	View folder
8	Ctrl+Shift+V	Copy
9	Ctrl+Shift+Y	Move
10	Ctrl+S	Download
11	Alt+Up arrow	Go up
12	F2	Rename
13	F5	Refresh
Windows Journal keyboard shortcuts		
1	F1	Open Journal Help
2	F5	Refresh the note list
3	F6	Toggle between a note list and a note
4	F11	View a note in full-screen mode
5	Ctrl+A	Select all items on a page
6	Ctrl+C	Copy a selection to the Clipboard
7	Ctrl+F	Search for text in a file

8	Ctrl+G	Go to a page
9	Ctrl+N	Start a new note
10	Ctrl+O	Open a recently used note
11	Ctrl+P	Print a note
12	Ctrl+S	Save changes to a note
13	Ctrl+V	Paste a selection from the Clipboard
14	Ctrl+X	Cut a selection
15	Ctrl+Y	Redo a change
16	Ctrl+Z	Undo a change
17	Alt+F4	Close a note and its Journal window
18	Ctrl+Shift+C	Display a shortcut menu for column headings in a note list
19	Ctrl+Shift+V	Move a note to a specific folder

WordPad keyboard shortcuts

1	F1	Open WordPad Help
2	F3	Search for the next instance of the text in the Find dialog box
3	F10	Display keytips
4	F12	Save the document as a new file
5	Ctrl+1	Set single line spacing
6	Ctrl+2	Set double line spacing
7	Ctrl+5	Set line spacing to 1.5
8	Ctrl+A	Select the entire document
9	Ctrl+B	Make selected text bold
10	Ctrl+C	Copy a selection to the Clipboard
11	Ctrl+D	Insert a Microsoft Paint drawing
12	Ctrl+E	Align text center
13	Ctrl+F	Search for text in a document
14	Ctrl+H	Replace text in a document
15	Ctrl+I	Italicize selected text
16	Ctrl+J	Justify text
17	Ctrl+L	Align text left
18	Ctrl+N	Create a new document
19	Ctrl+O	Open an existing document
20	Ctrl+P	Print a document
21	Ctrl+R	Align text right
22	Ctrl+S	Save changes to a document
23	Ctrl+U	Underline selected text
24	Ctrl+V	Paste a selection from the Clipboard
25	Ctrl+X	Cut a selection
26	Ctrl+Y	Redo a change
27	Ctrl+Z	Undo a change

28	Ctrl+=	Make selected text subscript
29	Ctrl+Shift+=	Make selected text superscript
30	Ctrl+Shift+>	Increase the font size
31	Ctrl+Shift+<	Decrease the font size
32	Ctrl+Shift+A	Change characters to all capitals
33	Ctrl+Shift+L	Change the bullet style
34	Ctrl+Left arrow	Move the cursor one word to the left
35	Ctrl+Right arrow	Move the cursor one word to the right
36	Ctrl+Up arrow	Move the cursor to the previous line
37	Ctrl+Down arrow	Move the cursor to the next line
38	Ctrl+Home	Move to the beginning of the document
39	Ctrl+End	Move to the end of the document
40	Ctrl+Page Up	Move up one page
41	Ctrl+Page Down	Move down one page
42	Ctrl+Delete	Delete the next word
43	Alt+F4	Close WordPad
44	Shift+F10	Show the current shortcut menu

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Original source : windows.microsoft.com/en-us/windows-8/keyboard-shortcuts