

File Explorer Shortcuts

Windows + E – File Explorer

To make using File Explorer easier and more consistent, try the following:

- Windows + E to open File Explorer
- Alt to enter the menu
- Down Arrow to "Change Folder and Search Options" and press Enter
- Find the setting titled "Open File Explorer to: ..."
- Select "this PC" instead of "quick access" using the Down Arrow and press Enter

Once inside the files or folders list, single letter navigation can be used e.g. if looking for the Documents folder you can press the letter D to navigate to all items starting with that letter.

Commands:

- Space – select an item
- Enter – open a file or folder
- Backspace – go back a page e.g. If you want to leave the folder you're currently in and go back to the previous list of folders
- Ctrl + Shift + N – create a new folder
- F2 – to rename an item

Organise file manager by using the standard commands to move items around

- Ctrl + C – to copy
- Ctrl + X – to cut
- Ctrl + V – to paste

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