

100 MICROSOFT COPILOT SHORTCUTS & COMMANDS

BASICS		
#	Question	Answer
01	How to open Copilot quickly?	Win + C
02	How to open Copilot chat?	Ctrl + I
03	How to access Copilot anywhere?	Alt + Space
04	How to use Copilot key?	Copilot Key
05	How to activate voice mode?	Win + H
06	How to close Copilot?	Esc
07	How to minimize Copilot?	Win + Down
08	How to maximize Copilot?	Win + Up
09	How to dock Copilot left?	Win + Left
10	How to dock Copilot right?	Win + Right
11	How to open in new window?	Ctrl + N
12	How to refresh Copilot?	F5
13	How to zoom in?	Ctrl + Plus
14	How to zoom out?	Ctrl + Minus
15	How to reset zoom?	Ctrl + 0
16	How to scroll up?	Page Up
17	How to scroll down?	Page Down
18	How to go to top?	Ctrl + Home
19	How to go to bottom?	Ctrl + End
20	How to select all text?	Ctrl + A
21	How to copy response?	Ctrl + C
22	How to paste text?	Ctrl + V
23	How to undo action?	Ctrl + Z
24	How to redo action?	Ctrl + Y
25	How to find text?	Ctrl + F

ADVANCED		
#	Question	Answer
51	How to use slash commands?	/ + command
52	How to explain code?	/explain
53	How to fix code issues?	/fix
54	How to optimize code?	/optimize
55	How to create tests?	/test
56	How to generate docs?	/doc
57	How to translate text?	/translate
58	How to summarize content?	Win + Up
59	How to create outline?	/outline
60	How to brainstorm ideas?	/brainstorm
61	How to check grammar?	/grammar
62	How to improve writing?	/improve
63	How to create table?	/table
64	How to make list?	/list
65	How to format code?	/format
66	How to compare files?	/compare
67	How to merge content?	/merge
68	How to extract data?	/extract
69	How to analyze trends?	/analyze
70	How to create chart?	/chart
71	How to generate email?	/email
72	How to draft letter?	/letter
73	How to create agenda?	/agenda
74	How to make presentation?	/slides
75	How to write report?	/report

INTERMEDIATE		
#	Question	Answer
26	How to start new chat?	Ctrl + Shift + N
27	How to clear conversation?	Ctrl + Shift + Del
28	How to switch to creative mode?	Alt + 1
29	How to switch to balanced mode?	Alt + 2
30	How to switch to precise mode?	Alt + 3
31	How to upload file?	Ctrl + O
32	How to take screenshot?	Win + Shift + S
33	How to insert image?	Ctrl + Shift + I
34	How to enable microphone?	Ctrl + M
35	How to stop voice input?	Ctrl + Shift + M
36	How to export chat?	Ctrl + E
37	How to print conversation?	Ctrl + P
38	How to save response?	Ctrl + S
39	How to share link?	Ctrl + Shift + L
40	How to bookmark chat?	Ctrl + D
41	How to open settings?	Alt + S
42	How to toggle dark mode?	Ctrl + Shift + D
43	How to change language?	Alt + L
44	How to view chat history?	Ctrl + H
45	How to delete chat?	Delete
46	How to rename conversation?	F2
47	How to pin important chat?	Ctrl + Shift + P
48	How to search conversations?	Ctrl + Shift + F
49	How to filter by date?	Alt + D
50	How to sort by relevance?	Alt + R

POWER USER		
#	Question	Answer
76	How to create custom prompt?	Ctrl + Shift + C
77	How to save prompt template?	Ctrl + Shift + T
78	How to load template?	Ctrl + Shift + L
79	How to batch process?	Ctrl + B
80	How to automate task?	Alt + A
81	How to set reminder?	Ctrl + R
82	How to schedule follow-up?	Alt + F
83	How to integrate calendar?	Ctrl + Shift + K
84	How to connect OneDrive?	Alt + O
85	How to sync with Teams?	Alt + T
86	How to link SharePoint?	Alt + P
87	How to export to Word?	Ctrl + W
88	How to send to Excel?	Ctrl + X
89	How to create PowerPoint?	Ctrl + Shift + P
90	How to generate QR code?	/qr
91	How to create workflow?	Alt + W
92	How to monitor progress?	Alt + M
93	How to set priorities?	Ctrl + Shift + R
94	How to track time?	Alt + C
95	How to measure productivity?	Alt + V
96	How to generate report?	Ctrl + G
97	How to backup settings?	Ctrl + Shift + B
98	How to restore preferences?	Ctrl + Shift + R
99	How to update Copilot?	Alt + U
100	How to get help?	F1