

Windows laptops & PCs | Easy | 2 min read

Clipboard history and everyday copy-and-paste shortcuts

You probably know **Ctrl + C** to copy and **Ctrl + V** to paste. Windows can also remember the last things you copied, so you can paste an older item. A few other shortcuts save a surprising amount of time.

Turn on clipboard history

1. Press **Windows key + V**.
2. If asked, click **Turn on**.

To check or change it later, open **Settings, System, Clipboard**. This feature is in both Windows 10 and Windows 11.

Use it

1. Copy several items one after another, as normal, with **Ctrl + C**.
2. Click where you want to paste.
3. Press **Windows key + V**. A list of recent items appears.
4. Click one to paste it.

Click the pin icon to keep an item in the list, or the **X** to remove it. Use **Clear all** to wipe the list.

A note about privacy

The history keeps copied text, which could include a password or bank details. Clear it after copying anything private. By default, the history is wiped when the PC restarts, apart from pinned items. Be careful about turning on syncing across devices, unless you want it.

Shortcuts worth learning

- **Ctrl + X**: cut. **Ctrl + Z**: undo. **Ctrl + Y**: redo.
- **Ctrl + A**: select everything.
- **Ctrl + F**: find a word on a page or document.
- **Ctrl + S**: save.
- **Alt + Tab**: flip between open windows.
- **Windows key + D**: show the desktop.
- **Windows key + L**: lock the PC when you walk away.
- **Windows key + E**: open File Explorer.
- **Windows key + full stop (.)**: open the emoji and symbols panel.

On a laptop, some shortcuts use the **Fn** key too. Try them in a safe document first.

Paste without the formatting

Use **Ctrl + Shift + V** in many programs to paste plain text only, without the fonts and colours.

When to get more help

Get in touch if **Windows key + V** does nothing, if copied items vanish or the wrong one pastes, or if shortcuts behave differently on your laptop. We can look at the keyboard settings with you.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.