





























IT Showcase Productivity Guide





Shortcut Keys for Windows 10

This guide lists shortcut keys that you can use from the desktop, internet browsers, or productivity software in Windows 10.

| Shortcut | Description |
|--|--|
| Windows key  | Open and close the Start menu. |
|  +1,  +2, etc. | Switch to the desktop and launch the <i>n</i> th application in the taskbar. For example,  +1 launches whichever application is first in the list, numbered from left to right. |
|  +A | Open the action center. |
|  +B | Highlight the notification area. |
|  +C | Launch Cortana into listening mode. ¹ Users can begin to speak to Cortana immediately. |
|  +D | Switch between Show Desktop (hides/shows any applications and other windows) and the previous state. |
|  +E | Switch to the desktop and launch File Explorer with the Quick Access tab displayed. |
|  +H | Open the Share  charm. |
|  +I | Open the Settings  app. |
|  +K | Open the Connect pane to connect to wireless displays and audio devices. |
|  +L | Lock the device and go to the Lock screen. |
|  +M | Switch to the desktop and minimize all open windows. |
|  +O | Lock device orientation. |
|  +P | Open the Project pane to search and connect to external displays and projectors. |
|  +R | Display the Run dialog box. |
|  +S | Launch Cortana. ² Users can begin to type a query immediately. |
|  +T | Cycle through the apps on the taskbar. |
|  +U | Launch the Ease of Access Center. |
|  +V | Cycle through notifications. |
|  +X | Open the advanced menu in the lower-left corner of the screen. |
|  +Z | Open the app-specific command bar. |
|  +ENTER | Launch Narrator. |
|  +SPACEBAR | Switch input language and keyboard layout. |
|  +TAB | Open Task view. |

¹ If Cortana is unavailable or disabled, this shortcut has no function.

² Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana is unavailable or disabled, this command opens Search.

| | |
|--|---|
|  +, | Peek at the desktop. |
|  +Plus Sign | Zoom in. |
|  +Minus Sign | Zoom out. |
|  +ESCAPE | Close Magnifier. |
|  +LEFT ARROW | Dock the active window to the left half of the monitor. |
|  +RIGHT ARROW | Dock the active window to the right half of the monitor. |
|  +UP ARROW | Maximize the active window vertically and horizontally. |
|  +DOWN ARROW | Restore or minimize the active window. |
|  +SHIFT+UP ARROW | Maximize the active window vertically, maintaining the current width. |
|  +SHIFT+DOWN ARROW | Restore or minimize the active window vertically, maintaining the current width. |
|  +SHIFT+LEFT ARROW | With multiple monitors, move the active window to the monitor on the left. |
|  +SHIFT+RIGHT ARROW | With multiple monitors, move the active window to the monitor on the right. |
|  +HOME | Minimize all nonactive windows; restore on second keystroke. |
|  +PRNT SCR N | Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder. |
|  +CTRL+LEFT/RIGHT arrow | Switch to the next or previous virtual desktop. |
|  +CTRL+D | Create a new virtual desktop. |
|  +CTRL+F4 | Close the current virtual desktop. |
|  +? | Launch the Windows Feedback App. |
| CTRL+A | Select <u>A</u> ll the text and images on a document or page. |
| CTRL+B | Toggle <u>B</u> old setting and Bold all currently selected text. |
| CTRL+C | <u>C</u> opy selected text or image content on a document or page. |
| CTRL+I | Toggle <u>I</u> talicize setting and Italicize all currently selected text. |
| CTRL+P | <u>P</u> rint the current page or document, or specifically the selected content. |
| CTRL+U | Toggle <u>U</u> nderline setting and Underline all currently selected text. |
| CTRL+V | Paste cut / copied text from a previous selection. |
| CTRL+X |  Cut selected text or image content off of an editable document or page. |
| CTRL+Y | Redo a previously undone action. |
| CTRL+Z | Undo an action. |