**BASIC SHORTCUT KEYS**

**<1>** **Capture Screenshot**: Win.Key+Shift+s

**<2>Split Screen**: Win. key + “<” or “>”

**<3>Minimize**: Win. Key + “down arrow key”

**<4>Copy text only (best method)**: Win. Key + Shift + V

**<5>Record Screen**: Win. Key + Alt + R

**<6>Lock screen**: Win. Key + L

**<7>Find any keyword anywhere:** Ctrl + F

**WINDOWS KEY SHORTCUTS :-**

**<1> Dictate words for typing:** Win.Key+h

**<2> Open settings:** Win.Key+i

**<3> Insert Emojis :** Win Key+Full stop(.)