

94 Shortcuts for Microsoft Windows 10 (Windows)

Manage Start Button and Task Bar	
Win	Activate Start Button. Then use Arrow Keys, Space and to navigate within Start Menu
Esc	Close Start Menu
Shift+click on a	Opens new window/ instance of the same Application item
Win+1...9	Switch to application in position N on Taskbar (or launch pinned application)
Win+D	Minimize all windows on all Monitors. Press again to restore previous state
Win+Home	Set all windows to Minimized on current Monitor except active
Win+,	Temporarily show the Desktop

Access Commonly Used Windows Features	
Win+E	Start Windows Explorer
Win+R	Open the Run window
Win+L	Lock Windows
Win+P	Choose Projection Mode (Switch between Screen and ojection Mode (Switch between Screen and Projector, extend and duplicate displays)
Win+H	Share Screenshot
Win+K	Find Bluetooth
Win+I	Windows Settings
Win+A	Action Center
Win+X	Start Windows 10 Context Menu (same as right-clicking start button)
Win+Q	Open Cortana, ready for voice input
Win+S	Open Cortana, ready for typed input
Win+Space	Change the keyboard language (if you have more than one chosen)
Ctrl+Shift+Esc	Opens Windows Task Manager
Win+Pause/Break	Display System Properties which holds system properties, computer name, device manager and so on

Manage Screen Recordings	
Requires to start Xbox App on Windows 10 and Screen Recording Utility, per first two keystrokes below.	
Press Win , then then type 'xbox', then press	Start Xbox for Screen Recording Utility
Win+G	Start Screen Recording Utility via the Xbox Game me Bar. Confirm with 'Yes this is a game'
Win+Alt+R	Start and Stop Screen Recording. Recording is saved under This PC\Videos\Captures

Take and Share Screenshots	
Print Screen	Take Screenshot
Alt+Print Screen	Take Screenshot of the current active windows and place it on the Clipboard
Win+Print Screen	Take Screenshot of the virtual desktop and save it in This PC\Pictures\Screenshots

Navigate File List and Navigation Pane	
Arrow Keys	Navigate between files and folders
Home/End	Jump to first / jump to last item
F2	Change the file name of active item

File List Views	
Alt+P	Display or hide Preview Pane
Alt+V then D	View details. Check View menu for more options
Ctrl+mouse scroll	Change size of icons

Select Items in File List and Navigation Pane	
Shift+Arrow Up/Arrow Down	Select multiple adjacent items (directly above or below)
Ctrl with Arrow keysSpace	Select multiple non-adjacent items. Hold ctrl, use ctrle keys to move to next item, and press space to to add/remove from selection
Ctrl+A	Select all
A ...Z and 1..9	Press the initial letter any item to jump to it. Continue typing the full name if multiple items start with the same letter

Manage Items in Explorer	
Ctrl+C, Ctrl+X, Ctrl+V	Copy, Cut, Paste
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Delete	Delete an item and place it into the Recycle Bin
Shift+Delete	Delete an item permanently without placing it into the Recycle Bin
Ctrl+Shift+N	Create new folder
Alt+Enter	Open Properties dialog box

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Windows Power User Menu	
Sorted by their subjective usefulness.	
Win+X, U	Shutdown Options. Prefer this over Alt+F4, as it is , as it is cumbersome cycling through closing Windows before hitting the Windows Shutdown
Win+X, P	Control Panel (better: Win+R, then type 'control') , then type 'control')
Win+X, W	Network Settings rk Settings
Win+X, T	Task Manager
Win+X, F	Programs and Features atures
Win+X, A	Elevated Command Prompt (Admin cmd) min cmd)
Win+X, M	Device Manager nager
Win+X, G	Computer Management ment
Win+X, O	Power Options er Options
Win+X, K	Disk Management Management
Win+X, B	Mobility Center lity Center
Win+X, C	Command Prompt (better: Win+R, then 'cmd')

Windows Magnifier Shortcuts	
Win+<sc>+</sc> sc>c>	Start Magnifier
Win+Esc sc	Exit Magnifier
Win+<sc>+</sc>/- c>/	With Magnifier activated, zoom in / zoom out
Ctrl+Alt+I I	Invert colors in Magnifier display

Windows Dialog Boxes	
Ctrl+Tab/Ctrl+Shift Tab	Move forward / move backwards through tabs
Tab/Shift+Tab Tab	Move forward / move backwards through options
Alt+underlined	Perform the command (or select the option) that goes with that letter
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box

Windows Virtual Desktop/ Window Control	
Win+Arrow Left rrow Left	Dock the active window to the left half of the monitor
Win+Arrow Right rrow Right	Dock the active window to the right half of the monitor
Win+Arrow Up rrow Up	Maximize the active window vertically and horizontally
Win+Arrow Down rrow Down	Restore of minimize the active window
Win+Shift+Arrow Arrow Up	Maximize the active window vertically, maintaining the current width
Win+Shift+Arrow Arrow Down	Restore or minimize the active window vertically, maintaining the current width
Win+Shift+Arrow Arrow Left	With multiple monitors, move the active windows to the monitor on the Left
Win+Shift+Arrow Arrow Right	With multiple monitors, move the active windows to the monitor on the Right
Win+Home ome	Minimize all nonactive windows; restore on second keystroke (toggle)
Win+Tab ab	Opens the Task View interface (Displays active Windows and Virtual Desktops available-See Settings>System>Multitasking>Virtual desktops)
Alt+Tab ab	Switch between open Windows in Task View to make active selection
Win+Ctrl+Arrow Arrow Left	Switch to the next virtual desktop to the Left
Win+Ctrl+Arrow Arrow Right	Switch to the next virtual desktop to the Right
Win+Ctrl+D D	Create a new virtual desktop
Win+Ctrl+F4 F4	Close the current virtual desktop
Alt+F4 4	Close the current window
F11	Turn full page view on or off (unless overwritten by Application Shortcut, such as Excel 2013)

The Rest	
Win+?	Launch the Windows Feedback App
Win+F1 1	Display Windows Help
Shift when	Prevent CD or DVD from automatically playing
Alt+Arrow Up rrow Up	Move up one directory level
Caps Lock	switch capital and small text
F2	Rename file and folder
F3	Search file and folder
Alt	Close dialog box for active window
Alt+Space pace	Open dialog box on active window

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Left Alt+left Shift+P + Screen	High contrast
Left Alt+left Shift+ +ock	Turn Mouse Keys on or off
Hold right Shift for 8 seconds	Turn Filter Keys On and Off (Ease of Access)
Hold Num Lock for econds	Turn sound On or Off for Caps Lock (Ease of Access)