SHORTCUT KEYS IN WINDOWS 10 PC

- Windows+A opens the Action Center.
- Windows+B highlights the notification area.
- Windows+C launches Cortana in listening mode so that Cortana accepts voice input right away.
- Windows+D toggles Show Desktop and the previous state.
- Windows+E launches File Explorer with the Quick Access tab focused.
- Windows+H opens the Share charm on the right side of the screen.
- Windows+I opens the Settings application.
- Windows+K opens the Connect pane to connect to wireless displays and audio devices.
- Windows+L locks the device and displays the Lock screen.
- Windows+M minimizes all open windows.
- Windows+O locks the device's orientation.
- Windows+P opens the Project pane to search and connect to external displays and projectors.
- Windows+Q opens Search.
- Windows+R displays the run dialog box.
- Windows+S launches Cortana in typing mode which means that users can start typing queries right away.
- Windows+T cycles through the apps on the taskbar.
- Windows+U launches the Ease of Access Center.
- Windows+V cycles through all notifications.
- Windows+X opens the advanced menu in the lower-left corner of the screen (introduced in Windows 8.1).
- Windows+Z opens the app-specific command bar.
- Windows+Enter launches the Narrator.
- Windows+Spacebar switches between supported input languages and keyboard layouts.
- Windows+Tab opens the Task View.
- Windows+, to peek at the desktop
- Windows++ to zoom in.
- Windows+- to zoom out.
- Windows+Escape to close the Magnifier.
- Windows+Left Arrow to dock the active window to the left half of the monitor it is displayed in.

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- Windows+Right Arrow to dock the active window to the right half of the monitor it is displayed in.
- Windows+Down Arrow minimizes the active window or restores it.
- Windows+Up Arrow maximizes the active window.
- Windows+Shift+Left Arrow moves the active window to the monitor on the left.
- Windows+Shift+Right Arrow moves the active window to the monitor on the right.
- Windows+Shift+Down Arrow minimizes or restores the active window vertically while maintaining the current width.
- Windows+Shift+Up Arrow maximizes the active window vertically while maintaining the current width.
- Windows+Home minimizes or restores all inactive windows.
- Windows+Print Screen takes a picture of the full screen and saves to the Pictures > Screenshots folder.
- Windows+Ctrl+Left Arrow switches to the previous virtual desktop.
- Windows+Ctrl+Right Arrow switches to the next virtual desktop.
- Windows+Ctrl+D creates a new virtual desktop.
- Windows+Ctrl+F4 closes the current virtual desktop.
- Windows+? launches the Windows Feedback application.

Bottom line: Many of the tasks you can perform with your mouse can also be done with your PC's keyboard - and it's often faster and more efficient than clicking!

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