

Windows Productivity Cheat Sheet

Small improvements compound into a big impact — Reduce RSI, distribute the workload

Core Philosophy

Principles:

- 1–2 keystrokes to any app
- Minimize mouse usage
- Reduce friction

Essential Shortcuts

Launch & Switch Apps

- `Win` — Start menu — type to search
- `Win + 1-9` — Launch/show app. 1-9 maps to order in taskbar
- `Win + Shift + 1-9` — Launch new instance
- `Hold Win, tap 1-9` — Cycle that app's windows
- `Alt + Tab` — Switch apps
- `Alt + Space` — Command Palette—run commands and apps

Window Controls

- `Win + Left` — Snap window left
- `Win + Right` — Snap window right
- `Win + Up` — Maximize window
- `Win + Down` — Minimize window
- `Win + Shift + Left/Right` — Move window to adjacent monitor
- `Win + D` — Show desktop
- `Alt + F4` — Close window

Misc.

- `Win + V` — Clipboard history
- `Win + .` — Emoji panel

Browser Productivity

Tab Navigation

- `Ctrl + T` — New tab
- `Ctrl + W` — Close tab
- `Ctrl + Shift + T` — Reopen last closed tab
- `Ctrl + Tab` — Next tab
- `Ctrl + 1-9` — Jump to tab (9 selects last tab)
- `Ctrl + L` — Focus address bar
- `Alt + O` — Okta apps launcher

Page Actions

- `Ctrl + D` — Bookmark page
- `Ctrl + R` — Refresh
- `Ctrl + F` — Find on page
- `F11` — Toggle fullscreen
- `F12 / Ctrl + Shift + I` — Open DevTools

Microsoft Teams

- `Ctrl + .` — Show shortcuts
- `Ctrl + Shift + M` — Mute or unmute
- `Ctrl + Shift + O` — Toggle camera
- `Ctrl + E` — Search
- `Ctrl + G` — Go to channel
- `Ctrl + /` — Show slash commands

File Explorer

- `Ctrl + L` — Focus address bar
- `Alt + Left` — Back
- `Alt + Right` — Forward
- `Alt + Up` — Parent directory
- `Ctrl + Shift + N` — Create new folder
- `F2` — Rename item

PowerToys

Open source utilities from Microsoft
github.com/microsoft/PowerToys

- `Alt + Space` — Command Palette—run commands and apps
- `Win + Shift + C` — Color Picker
- `Win + Shift + M` — Screen Ruler
- `Win + Shift + '` — FancyZones editor

FancyZones — Create layouts for windows

Keyboard Manager — Remap keys and create shortcuts
...and more!

Window Managers

Stop manually arranging windows! Steeper learning curve

Open Source Tiling window managers

- **GlazeWM** - i3-inspired, YAML config
- **Komorebi** - BSP tiling, advanced