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
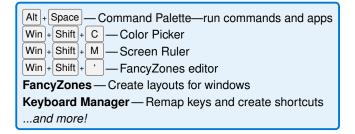`F12` / `Ctrl` + `Shift` + `I` — Open DevTools

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