

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