

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