# Shortcuts

|  |  |  |
| --- | --- | --- |
| **Groups** | **Functions** | **Shortcuts** |
| Clipboard | Cut the selected item | Ctrl + X |
| Copy the selected item | Ctrl + C |
| Paste the selected item | Ctrl + V |
| Undo an action | Ctrl + Z |
| Open the clipboard history. | Windows + V |
| Navigation | Switch between open apps | Alt + Tab |
| Jump | Jum back: Alt + Left  Jum forward: Alt + Right |
| Move forward through options | Tab |
| Select all items in a document or window | Ctrl + A |
| Quick open/close | Open File Explorer | Windows + E |
| Open Settings | Windows + I |
| Stop or leave the current task | Esc |
| Refresh the active window | F5 |
| Display properties for the selected item | Alt + Enter |
| Open a new window | Ctrl + N |
| Open a new tab and switch to it | Ctrl + T |
| Closes the active tab | Ctrl + W |
| Create a new folder | Ctrl + Shift + N |
| Display the preview panel | Alt + P |
| Open the Properties dialog box for the selected item | Alt + Enter |
| View | Minimize window to half of screen | To top half: Windows + Up  To bottom half: Windows + Down  To left half: Windows + Left  To right half: Windows + Right |
| Open Task view | Windows + Tab |
| Minimizing / restore minimizing windows | Windows + M  Windows + Shift + M |
| Display / hide the desktop | Windows + D |
| Toggle full screen | F11 |
| Lock your PC or switch accounts | Windows + L |
| Language | Switch input language and keyboard layout | Windows + Space |
| Others | Take a screenshot of part of your screen | Windows + Shift + S |
| Open emoji panel | Windows + . or Windows + ; |

# Package Manager

## winget

Winget is a command-line tool to **discover, install, upgrade, remove, and configure applications** on Windows. It's actually the client interface to the Windows Package Manager service.

Winget is bundled with Windows 11 and modern versions of Windows 10 by default as the App Installer.

For example, to install PowerToys utility, run:

$ winget install Microsoft.PowerToys --source winget

<https://learn.microsoft.com/en-us/windows/package-manager/winget/>

## Chocolatey

# Magnifier

Magnifier **makes part or all of your screen bigger** so you can see words and images better.

<https://support.microsoft.com/en-us/windows/use-magnifier-to-make-things-on-the-screen-easier-to-see-414948ba-8b1c-d3bd-8615-0e5e32204198>

# PowerToys

<https://learn.microsoft.com/en-us/windows/powertoys/>