

Windows Efficiency Guide

"Top shortcuts, workflow tips, and mini automation scripts"

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1 Top Windows shortcuts

Win + D	Show Desktop
Alt + Tab	Switch apps
Ctrl + C / Ctrl + V	Copy / Paste
Ctrl + X	Cut
Ctrl + Z / Ctrl + Y	Undo / Redo
Win + L	Lock screen
Win + E	Open File Explorer
Win + Arrow Keys	Snap windows
Win + Ctrl + D	Create virtual desktop
Win + Ctrl + Left/Right	Switch virtual desktop
Ctrl + Shift + Esc	Task Manager
Win + V	Clipboard history
Win + I	Settings
Alt + F4	Close active window
Win + R	Run dialog
Win + S	Search
F2	Rename file
Ctrl + Shift + N	New folder
Win + Shift + S	Screenshot snip
Ctrl + Tab	Switch tabs in apps
Ctrl + Shift + Esc	Task Manager
Win + R → resmon	Resource Monitor

2 PowerShell And Command Prompt Basics

PowerShell

List files

Get-ChildItem

Remove empty files

Get-ChildItem | Where-Object { \$_.Length -eq 0 } | Remove-Item

Move files

Move-Item "source.txt" "destination_folder\"

Rename files

Rename-Item "old.txt" "new.txt"

Help

Get-Help Move-Item

CMD

dir

cd C:\Users\YourName\Documents

copy source.txt destination.txt

move source.txt destination_folder\

del file.txt

mkdir NewFolder

rmdir OldFolder

3 Mini Automation Scripts

Archive_Files.ps1

```
param([string]$TargetDir = ".\Documents\Test")
$ArchiveDir = "$TargetDir\archive_$(Get-Date -Format yyyyMMdd)"
New-Item -ItemType Directory -Force -Path $ArchiveDir | Out-Null
$Threshold = (Get-Date).AddDays(-30)
Get-ChildItem -Path $TargetDir -Recurse -File | Where-Object { $_.LastWriteTime -lt $Threshold }
| Move-Item -Destination $ArchiveDir
Write-Host "✅ Archived files moved to $ArchiveDir"
```

Remove_Empty.bat

```
@echo off
set "target=C:\Users\YourName\Documents\Test"
for %%f in (%target%\*) do (
    if %%~zf==0 del "%%f"
)
echo ✅ Empty files deleted
pause
```

Rename_Files.ps1

```
param([string]$TargetDir = ".\Documents\Test")
Get-ChildItem -Path $TargetDir -Recurse -File | ForEach-Object {
    $newName = $_.Name -replace " ", "_"
    if ($_.Name -ne $newName) { Rename-Item $_.FullName $newName }
}
Write-Host "✅ Files renamed successfully"
```