

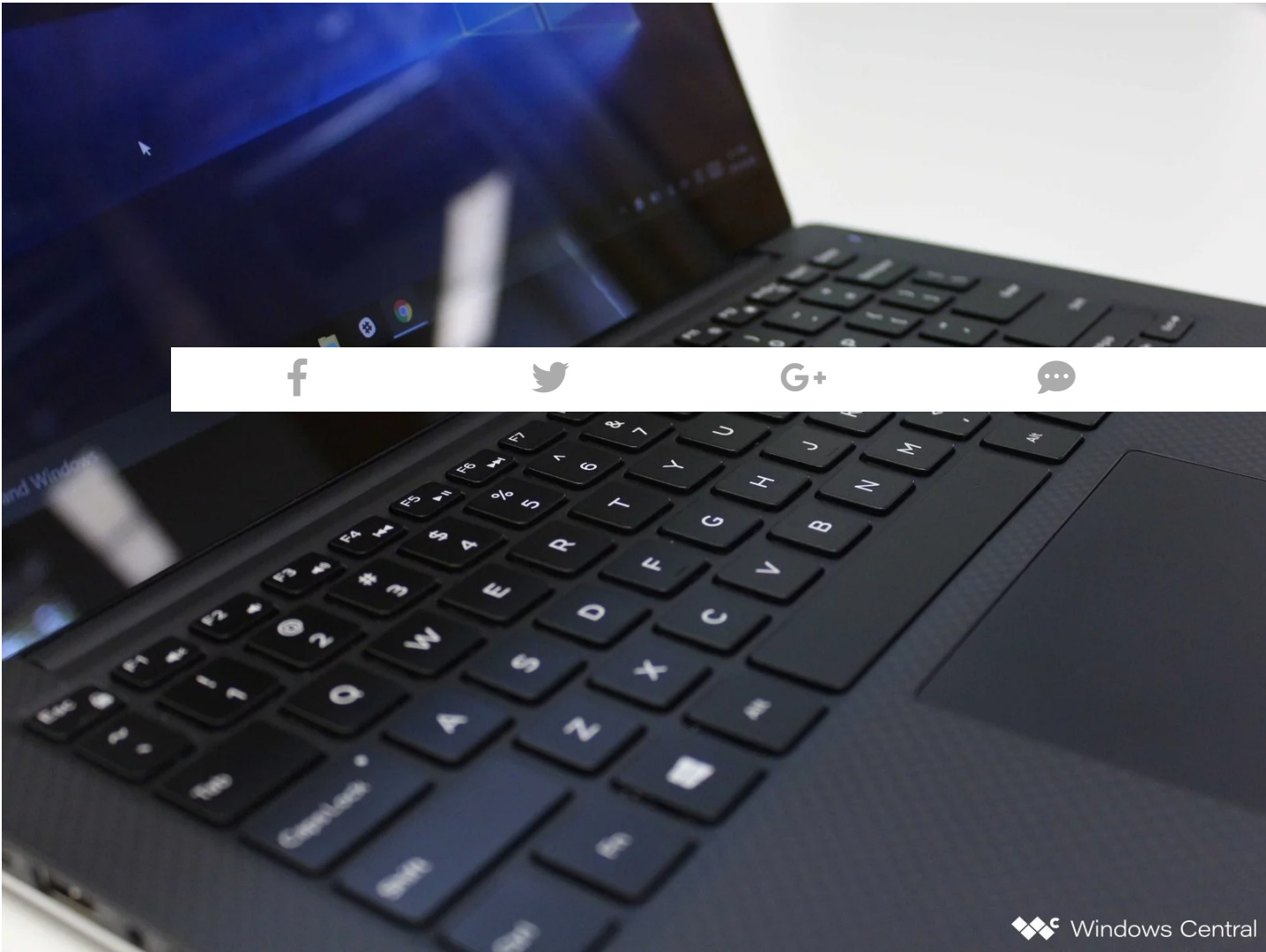
GO FASTER

The ultimate guide to Windows 10 keyboard shortcuts

More Keyboard shortcuts than you can shake a stick at.

MARK GUIM4 Aug 2015





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Turning multiple mouse clicks into a simple press of a key or two may not seem like a lot, but if you are an avid user of keyboard shortcuts you've likely noticed just how helpful they can be. Although memorizing which shortcuts do which functions can be a little daunting at first, it's important to remember not everyone needs to know every shortcut. Learning and using the ones that are most important to you is a great way to enhance your Windows 10 experience.

Windows key	Open or close Start Menu.



Windows key + C	Open Cortana in listening mode.
Windows key + D	Display and hide the desktop.
Windows key + E	Open File Explorer.
Windows key + G	Open Game bar when a game is open.
Windows key + H	Open the Share charm.
Windows key + I	Open Settings.
Windows key + K	Open the Connect quick action.
Windows key + L	Lock your PC or switch accounts.
Windows key + M	Minimize all windows.
Windows key + R	Open Run dialog box.
Windows key + S	Open Search.
Windows key + U	Open Ease of Access Center.
Windows key + 	  
Windows key + Number	Open the app pinned to the taskbar in the position indicated by the number.
Windows key + Left arrow key	Snap app windows left.
Windows key + Right arrow key	Snap app windows right.
Windows key + Up arrow key	Maximize app windows.
Windows key + Down arrow key	Minimize app windows.
Windows key + Comma	Temporarily peek at the desktop.
Windows key + Ctrl + D	Add a virtual desktop.
Windows key + Ctrl + Left or Right arrow	Switch between virtual desktops.
Windows key + Ctrl + F4	Close current virtual desktop.
Windows key + Enter	Open Narrator.
Windows key + Home	Minimize all but the active desktop window (restores all windows on second stroke).
Windows key + PrtScn	Capture a screenshot and save in Screenshots folder.
Windows key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows key + Tab	Open Task view.



Windows key + "-" key	Zoom out using the magnifier.
Ctrl + Shift + Esc	Open Task Manager.
Alt + Tab	Switch between open apps.
Alt + Left arrow key	Go back.
Alt + Right arrow key	Go forward.
Alt + Page Up	Move up one screen.
Alt + Page down	Move down one screen.
Ctrl + Alt + Tab	View open apps
Ctrl + C	Copy selected items to clipboard.
Ctrl + X	Cut selected items.
Ctrl + V	Paste content from clipboard.
Ctrl + A	Select all content.
Ctrl + Z	Undo all actions.
Ctrl + Y	Redo all actions.
Ctrl + D	Delete the selected item and move it to the Recycle Bin.
Ctrl + Esc	Open the Start Menu.
Keyboard shortcut	Action
Ctrl + Shift + Esc	Open Task Manager.
Ctrl + F4	Close the active window.
Keyboard shortcut	Action

Did we miss anything?

Do you know more keyboard shortcuts? Let us know what we missed in the comments below!

If you think this guide is helpful, we have many more posts like this in our [Windows 10 help, tips and tricks page](#).

[Help & How To](#) [Windows 10 help](#)

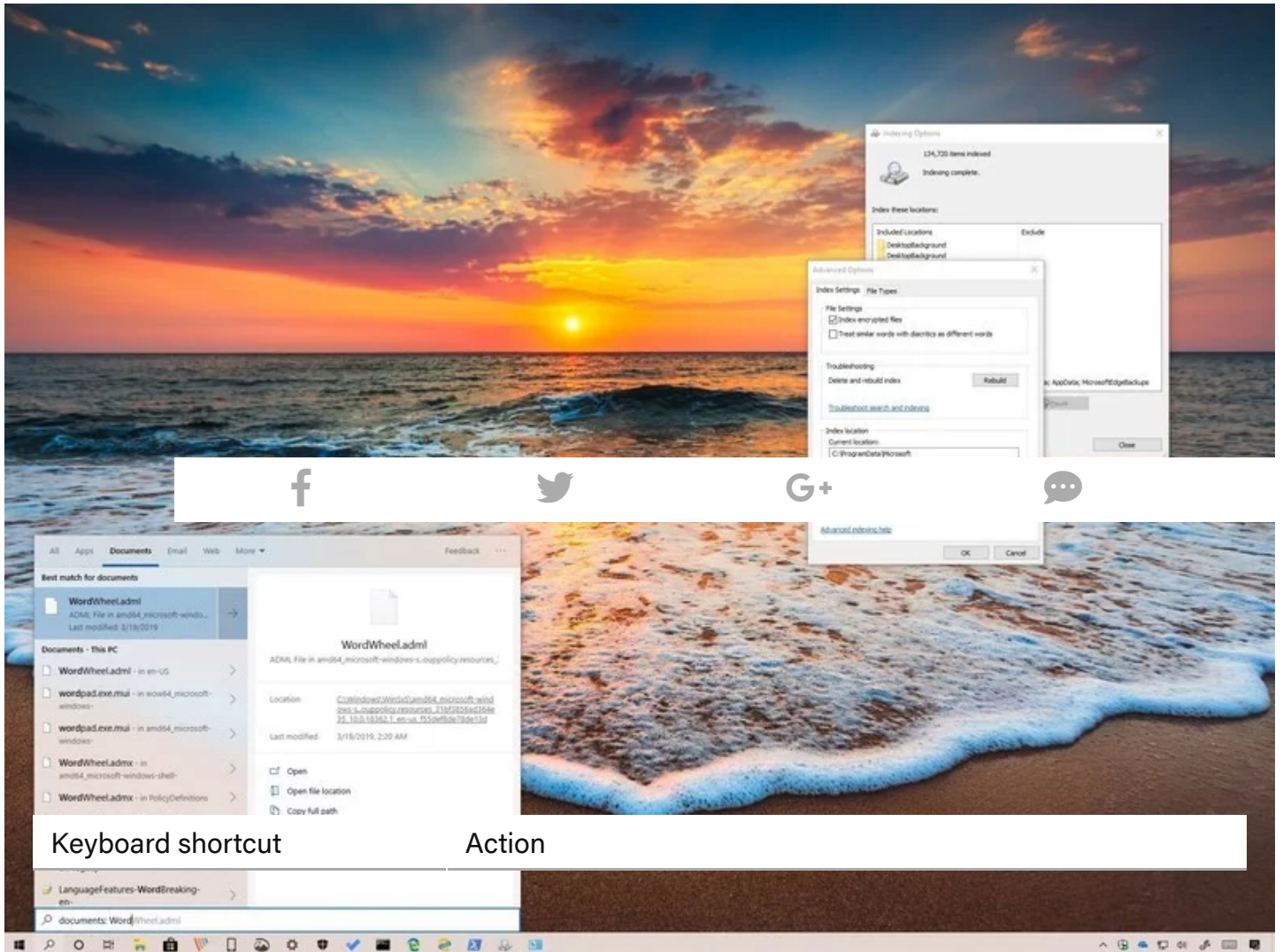
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Do you have encrypted files that don't appear in search results? In this guide, we'll show you how to fix this problem on Windows 10.

MAURO HUCULAK 14 Apr 2019



On Windows 10, the Search experience builds a database to index the locations and information required to show your files from known folders as quickly as possible.

Although this feature makes finding contents a lot faster, there's one caveat, Windows 10 doesn't index files that are locally encrypted on your device. However, this is the default behavior, which means that if you're using file encryption, you can update the settings to make this type of content searchable.

In this Windows 10 guide, we'll walk you through the steps to make your local encrypted files searchable on your computer.

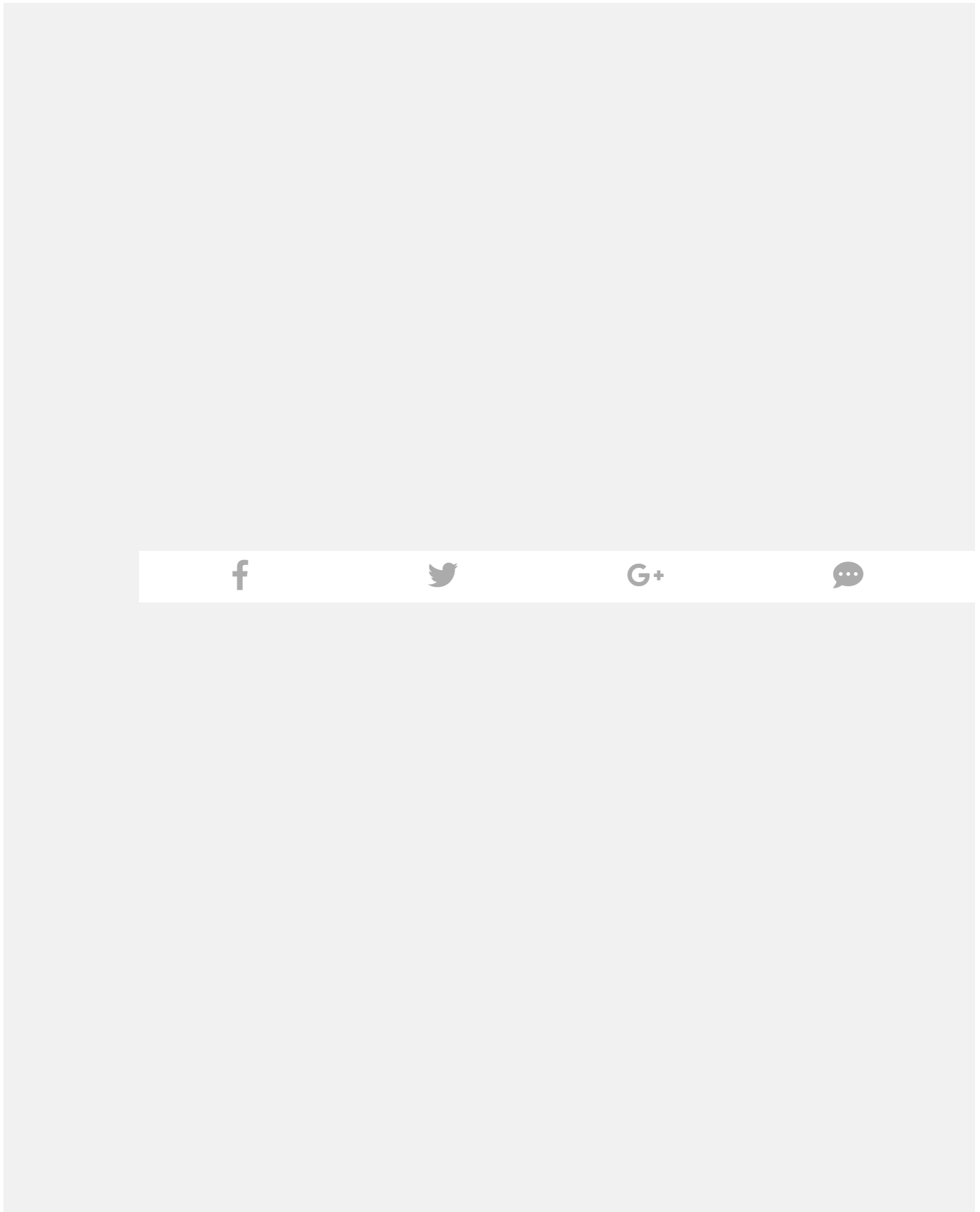
How to change index settings to include encrypted files in Search



To make encrypted files searchable on Windows 10, use these steps:

1. Open **Start**.
2. Search for **Indexing options** and click the top result to open the experience.
3. Click the **Advanced** button.
4. Click on the **Index Settings** tab.
5. Under the "File Settings" section, and check the **Index encrypted files** option.





Warning: You can enable this option while using a device without encryption. However, you should only use this option when you're already using drive encryption on your device.







8. Click the **Close** button.

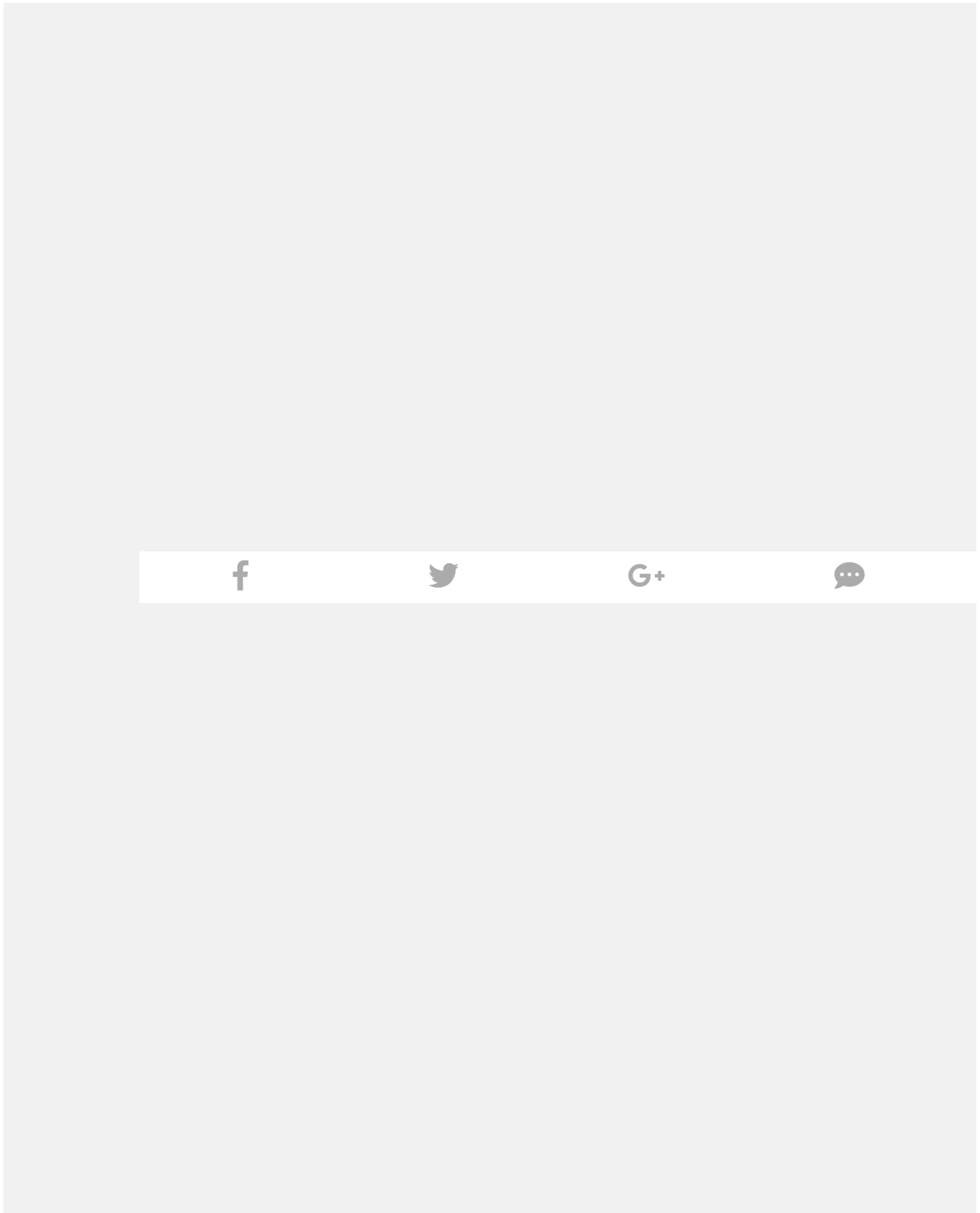
Once you complete the steps, Windows 10 will start indexing encrypted files to make them available when using search.

If you change your mind and want to hide encrypted files from search results, you can use the same instructions outlined above, but on **step No. 4**, make sure to clear the **Index encrypted files** option.

Indexing additional locations

While you can quickly modify the indexing options to include encrypted content, by default, Windows 10 will only add to the database those files in known locations, such as from the Documents and Desktop folders. If you're storing encrypted data on a different drive, you also need to specify that location with these steps:

1. Open !    
2. Search for **Indexing options** and click the top result to open the experience.
3. Click the **Modify** button.
4. Select the location with the content type.



Quick tip: You can also click the **Show all locations** button to find additional folders.

5. Click the OK button.

6. Click the Close button.



After completing the steps, encrypted files should start appearing gradually in results using the Search from the taskbar.

We're focusing this guide on Windows 10, but the ability to index encrypted files has been around for a long time, which means that you can also use these instructions on Windows 8.1 and Windows 7.

More Windows 10 resources

For more helpful articles, coverage, and answers to common questions about Windows 10, visit the following resources:

🔖 [**Windows 10 on Windows Central – All you need to know**](#)

🔖 [**Windows 10 help, tips, and tricks**](#)

🔖 [**Windows 10 forums on Windows Central**](#)



Mauro recommends all these affordable accessories

Hi, I'm Mauro Huculak, Windows Central's help and how-to guru. I wrote the post you're reading now, and I know the Windows OS inside and out. But I'm also a bit of a hardware geek. These are some of the affordable gadgets on my desk today.

[**Logitech MX Master Wireless Mouse \(\\$72 at Amazon\)**](#)

I know mice, and this is the one I use every day. The MX Master is a wireless high-precision mouse that's very comfortable to use and has many great features, including the ability to connect with multiple devices, an infinite scroll wheel, back and forward buttons, all of which you can customize.

[**Ktrio Extended Gaming Mouse Pad \(\\$12 at Amazon\)**](#)

If you spend a lot of time typing, your palms and mouse will leave tracks on your desk. My solution was to start using gaming mouse pads, which are big enough for you to use the keyboard and the mouse comfortably. This is the one I use and recommend.

[**Supernight LED light strip \(\\$20 at Amazon\)**](#)

You could just use a regular light bulb in your office, but if you want to add some ambient lighting with different colors, an RGB LED strip is the way to go. This one is Mauro-approved.

This post may contain affiliate links. See our [disclosure policy](#) for more details.



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