# Useful Search Shortcuts and Tips for Windows 10

**MUO**

## Basic Windows 10 and Cortana Search

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|---|---|
| Windows | Open Start menu search bar |
| Windows + S OR Windows + Q | Open Cortana search bar in text mode |
| Down Arrow | Select result below |
| Up Arrow | Select result above |
| Right Arrow | Select option to the right |
| Left Arrow | Select option to the left |
| Enter | Open selected item |
| Esc | Close search menu |

## Narrow Down Local Cortana Search

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| Apps: | Search within Apps |
| Documents: | Search within Documents |
| Videos: | Search within Videos |
| Folders: | Search within Folders |
| Music: | Search within Music |
| Settings: | Search within Settings |
| Photos: | Search within Photos |
| Mail: | Search within your Outlook email inbox |
| People: | Search within People |

## Cortana Web Search Tools

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|---|---|
| Web: | Search the internet |
| "Paris weather" | Get weather information |
| "Sydney time" | Get time zone information |
| Define: "technology" | Find word definitions |
| "Facebook stock" | Get stock market information |
| "Donald Trump age" | Find facts about public figures |
| "50usd to eur" | Convert currencies |
| "5in to mm" | Convert measuring units |
| "74f to c" | Convert temperatures |
| "86/2*10" | Perform math calculations |
| "DAL1439" | Track flight status |
| "red sox score" | Find current sports scores |
| "food near me" | Find local restaurants |

## Cortana Voice Command Search

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| Windows + C | Open Cortana in voice command mode |
| Say "Hey Cortana" | Open Cortana in voice command mode |
| "Find document (file name)" | Find a specific file |

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| "Find photos from January 2018" | Find photos from a specific time |
| "Open (app name)" | Open a specific app |
| "Search the web for Lenovo laptops" | Search the internet for a specific term |
| "What's the tallest mountain in the world?" | Find facts on the internet |
| "Find restaurants near me" | Search the internet for local restaurants |
| "What's the time in Paris?" | Find time zone information |
| "Show me the latest news" | Display the latest news headlines |
| "What's the weather?" | Find local weather information |
| "Find showtimes near me" | Find local movie showtimes |
| "What's 2+2?" | Perform math calculations |
| "What's 13 pounds in ounces?" | Perform measurement conversions |

## Basic File Explorer Search

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| Windows + E | Open File Explorer |
| Ctrl + F OR Ctrl+E OR F3 | Place cursor in the search bar |
| Ctrl + L OR Alt + D | Place cursor in the address bar |
| Up Arrow | Select result above |
| Down Arrow | Select result below |
| Right Arrow | Select result to the right |
| Left Arrow | Select result to the left |
| Enter | Open selected file |
| Backspace OR Alt+ Left Arrow | Return to previous page |
| Alt + Right Arrow | Go to next page |
| Alt + Up Arrow | Return to the folder that the current file or folder is in |
| Esc | Clear search or address bar |

## File Explorer Advanced Query Syntax Search

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| store:desktop | Limit your search to the desktop |
| store:files | Limit your search to Files |
| store:outlook | Limit your search to Outlook |
| store:oe | Limit your search to Outlook Express |

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| *.file_extension | Search for a files with a specific extension |
| kind:everything | Search all file types |
| kind:communications | Search communication files |
| kind:contacts | Search contacts |
| kind:email | Search emails |
| kind:im | Search instant messaging conversations |
| kind:meetings | Search meetings |
| kind:tasks | Search tasks |
| kind:notes | Search notes |
| kind:documents | Search documents |
| kind:text | Search text documents |
| kind:spreadsheets | Search spreadsheet files |
| kind:presentations | Search presentation files |
| kind:music | Search music files |
| kind:pics | Search picture files |
| kind:videos | Search video files |
| kind:folders | Search folders |
| kind:favorites | Search favorites |
| kind:programs | Search program files |
| date:today, date:tomorrow, date:yesterday | Search for items with a specific date |
| modified:last week | Search for items by modification date |
| size:>40, size:<40 | Search for items by size |

## File Explorer Search Using Boolean Operators

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| Keyword 1 NOT keyword 2 | Results with keyword 1 but not keyword 2 |
| Keyword 1 OR keyword 2 | Results with keyword 1 or keyword 2 |
| "Keyword 1" | Results with the exact phrase "keyword 1" |
| (Keyword 1 keyword 2) | Results with keyword 1 and keyword 2 in any order |