IT Showcase Productivity Guide

Shortcut Keys for Windows 10

This guide lists shortcut keys that you can use from the desktop in Windows 10.

Shortcut	Description
Windows key =	Open and close the Start menu.
■ +1, ■ +2, etc.	Switch to the desktop and launch the n th application in the taskbar. For example, \blacksquare +1 launches whichever application is first in the list, numbered from left to right.
■ +A	Open the action center.
■ +B	Highlight the notification area.
■ +C	Launch Cortana into listening mode. Users can begin to speak to Cortana immediately.
■ +D	Switch between Show Desktop (hides/shows any applications and other windows) and the previous state.
■ +E	Switch to the desktop and launch File Explorer with the Quick Access tab displayed.
■ +H	Open the Share charm.
# +1	Open the Settings app.
■ +K	Open the Connect pane to connect to wireless displays and audio devices.
 +L	Lock the device and go to the Lock screen.
■ +M	Switch to the desktop and minimize all open windows.
# +0	Lock device orientation.
■ +P	Open the Project pane to search and connect to external displays and projectors.
■ +R	Display the Run dialog box.
■ +S	Launch Cortana. ² Users can begin to type a query immediately.
 #+T	Cycle through the apps on the taskbar.
 #+∪	Launch the Ease of Access Center.
■ +V	Cycle through notifications.
■ +X	Open the advanced menu in the lower-left corner of the screen.
■ +Z	Open the app-specific command bar.
+ENTER	Launch Narrator.
+SPACEBAR	Switch input language and keyboard layout.
■ +TAB	Open Task view.

¹ If Cortana is unavailable or disabled, this shortcut has no function.



² Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana is unavailable or disabled, this command opens Search.

4 +,	Peek at the desktop.
+Plus Sign	Zoom in.
#+Minus Sign	Zoom out.
■ +ESCAPE	Close Magnifier.
■ +LEFT ARROW	Dock the active window to the left half of the monitor.
■+RIGHT ARROW	Dock the active window to the right half of the monitor.
■+UP ARROW	Maximize the active window vertically and horizontally.
#+DOWN ARROW	Restore or minimize the active window.
+SHIFT+UP ARROW	Maximize the active window vertically, maintaining the current width.
+SHIFT+ DOWN ARROW	Restore or minimize the active window vertically, maintaining the current width.
+SHIFT+LEFT ARROW	With multiple monitors, move the active window to the monitor on the left.
+SHIFT+RIGHT ARROW	With multiple monitors, move the active window to the monitor on the right.
##+HOME	Minimize all nonactive windows; restore on second keystroke.
■+PRNT SCRN	Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder.
+CTRL+LEFT/RIGHT arrow	Switch to the next or previous virtual desktop.
■ +CTRL+D	Create a new virtual desktop.
■ +CTRL+F4	Close the current virtual desktop.
# +?	Launch the Windows Feedback App.

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