





























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 <i>n</i> th application in the taskbar. For example,  +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. ¹ 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.
 +I	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.
 +O	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.
 +U	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.

 +,	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 SCR N	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.

For more information

Microsoft IT Showcase Productivity <http://microsoft.com/itshowcase/Productivity>

Windows <http://windows.microsoft.com>

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Windows 10 – Web Links

- Microsoft's Windows Site: <http://windows.com>
- Microsoft Win 10 Presentation:
<https://www.youtube.com/watch?v=VTkvN51OPfI>
- ZD-Net: <http://www.zdnet.com>
- Paul Thurott's Windows Supersite: <http://www.winsupersite.com/>
- <http://betanews.com/2015/07/11/getting-started-with-windows-10-download-theessential-guide/>
- Free Book: <https://www.microsoft.com/en-us/download/details.aspx?id=47716>
- Start Menu Replacements for Windows 10:
 - Not clear that these are still needed or valuable, but may be for you if you want a classic Windows 7 or XP-style Start menu (no tiles).
 - Start 10 (\$5): <https://www.stardock.com/products/start10>
 - Classic Shell 4.2.2 (www.classicshell.net) supports Windows 10 .
- Stop Windows 10 Upgrade
 - <http://news.softpedia.com/news/remove-the-get-windows-10-icon-for-ever-with-gwx-stopper-490567.shtml>