IT Showcase Productivity Guide

Shortcut Keys for Windows 10

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

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| 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, +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]](#footnote-2) 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]](#footnote-3) 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. |
| +, | 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. |

For more information

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

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

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1. If Cortana is unavailable or disabled, this shortcut has no function. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)