

# 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 <b>Start</b> 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. <sup>1</sup> Users can begin to speak to Cortana immediately.
 +D	Switch between <b>Show Desktop</b> (hides/shows any applications and other windows) and the previous state.
 +E	Switch to the desktop and launch File Explorer with the <b>Quick Access</b> tab displayed.
 +H	Open the <b>Share</b>  charm.
 +I	Open the <b>Settings</b>  app.
 +K	Open the <b>Connect</b> pane to connect to wireless displays and audio devices.
 +L	Lock the device and go to the <b>Lock</b> screen.
 +M	Switch to the desktop and minimize all open windows.
 +O	Lock device orientation.
 +P	Open the <b>Project</b> pane to search and connect to external displays and projectors.
 +R	Display the <b>Run</b> dialog box.
 +S	Launch Cortana. <sup>2</sup> 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.

<sup>1</sup> If Cortana is unavailable or disabled, this shortcut has no function.

<sup>2</sup> 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 <b>Computer&gt;Pictures&gt;Screenshots</b> 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

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<http://microsoft.com/itshowcase/Productivity>

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