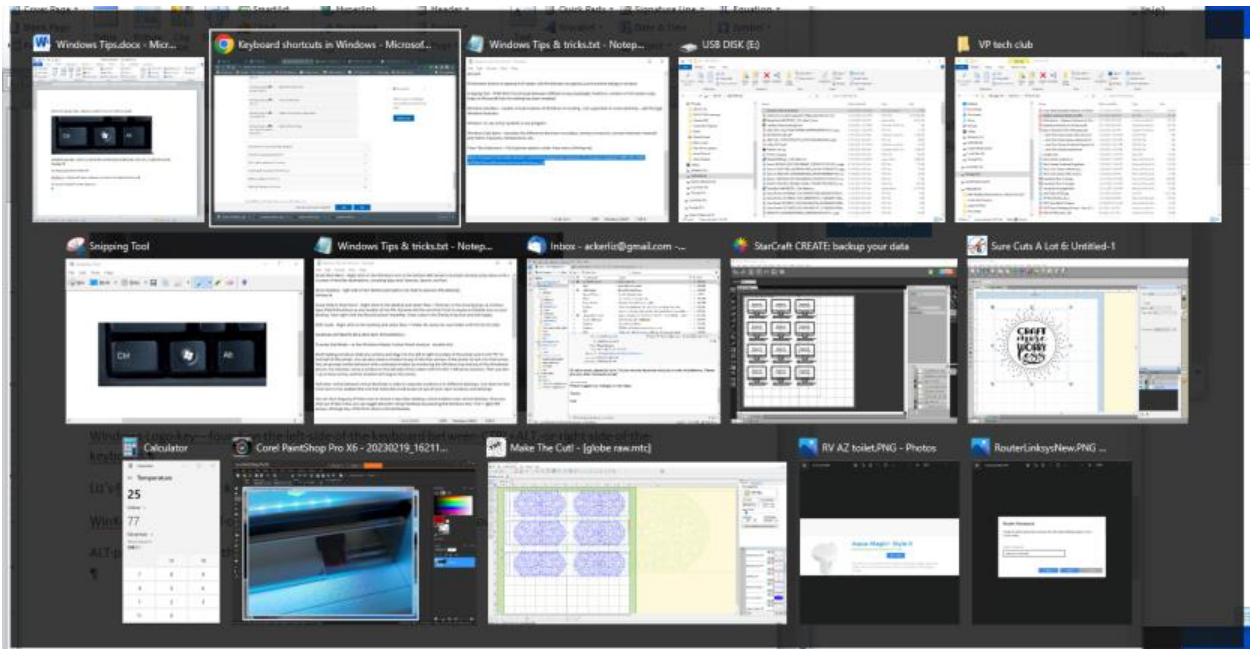# Windows Tips & Tricks – What You Didn't Know You Didn't Know

Windows Logo key – found on the left side of the keyboard between CTRL+ALT, or right side of the keyboard.

Liz's Favourite shortcut keys:

- WinKey+d = collapse all open windows, or restore all collapsed windows
- ALT press hold and tap the Tap key:

Tapping Tab will cycle you through the list of windows, release the ALT to open that window.

When in a browser, for example, use CTRL+tap to cycle through all browser windows

WinKey+l to lock Windows (username and password required when logging in)

- Tap WinKey and start typing to Search the PC. Eg I want to open Notepad:
  WinKey start typing, eg note (capitalization is not required)
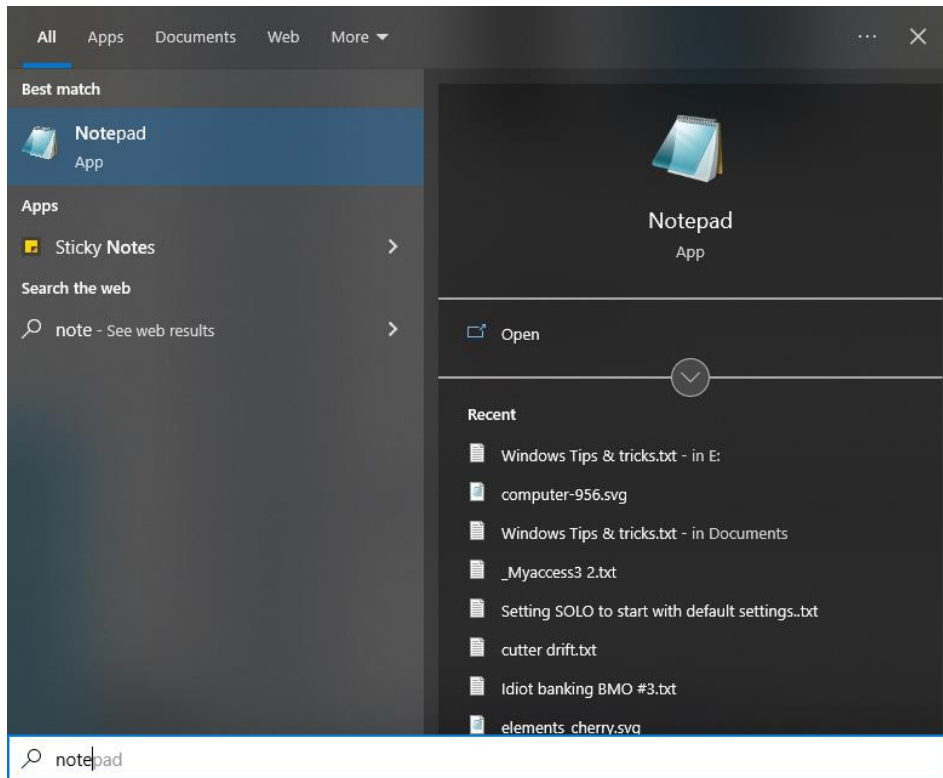
Windows searches and displays matches or possible other solutions

- In most programs, eg, PDF files, webpages, long Word documents, Excel spreadsheets, you can easily invoke a search dialog by pressing **CTRL+F (Find)…**type a keyword and the search box displays how many results are found:
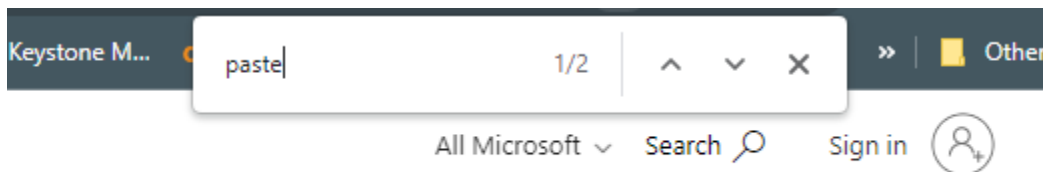
- In more recent versions of MS Office, use CTRL+h to get the Find/Replace dialog, click Find. In Word CTRL+F displays Navigate.

Common keyboard commands

- Copy: **Ctrl** + **C**

- Cut: **Ctrl** + **X**

- Paste: **Ctrl** + **V**

- Maximize Window: **F11** or **Windows logo key** ⊞ + **Up arrow**

- Open Task View: **Windows logo key** ⊞ + **Tab**

- Display and hide the desktop: **Windows logo key** ⊞ + **D**

- Switch between open apps: **Alt** + **Tab**

- Open the Quick Link menu: **Windows logo key** ⊞ + **X**

- Lock your PC: **Windows logo key** ⊞ + **L**

Depending on your hardware, you can use **Windows logo key** ⊞ + **PrtScn** to take a screenshot, or use **Fn** + **Windows logo key** ⊞ + **Spacebar**.

Taskbar keyboard shortcuts

Press this key	To do this
Shift + click a taskbar button	Open an app or quickly open another instance of an app.
Ctrl + Shift + click a taskbar button	Open an app as an administrator.
Shift + right-click a taskbar button	Show the window menu for the app.
Shift + right-click a grouped taskbar button	Show the window menu for the group.
Ctrl + click a grouped taskbar button	Cycle through the windows of the group.

Windows Logo Key shortcuts

Press this key	To do this
Windows logo key	Open or close Start.
Windows logo key + A	Open Action center.
Windows logo key + B	Set focus in the notification area.
Windows logo key + C	Open Cortana in listening mode. **Notes:** ▪ This shortcut is turned off by default. To turn it on, select **Start** > **Settings** > **Cortana**, and turn on the toggle under **Let Cortana listen for my commands when I press the Windows logo key + C**. ▪ Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use [search](#).
Windows logo key + Shift + C	Open the charms menu.
Windows logo key + D	Display and hide the desktop.
Windows logo key + Alt + D	Display and hide the date and time on the desktop.
Windows logo key + E	Open File Explorer.
Windows logo key + F	Open Feedback Hub and take a screenshot.

Press this key	To do this
Windows logo key + G	Open Game bar when a game is open.
Windows logo key + Alt + B	Turn HDR on or off. **Note:** Applies to the Xbox Game Bar app version 5.721.7292.0 or newer. To update your Xbox Game Bar, go to the Microsoft Store app and check for updates.
Windows logo key + H	Start dictation.
Windows logo key + I	Open Settings.
Windows logo key + J	Set focus to a Windows tip when one is available. When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.
Windows logo key + K	Open the Connect quick action.
Windows logo key + L	Lock your PC or switch accounts.
Windows logo key + M	Minimize all windows.
Windows logo key + O	Lock device orientation.
Windows logo key + P	Choose a presentation display mode.
Windows logo key + Ctrl + Q	Open Quick Assist.

Press this key	To do this
Windows logo key + R	Open the Run dialog box.
Windows logo key + S	Open search.
Windows logo key + Shift + S	Take a screenshot of part of your screen.
Windows logo key + T	Cycle through apps on the taskbar.
Windows logo key + U	Open Ease of Access Center.
Windows logo key + V	Open the clipboard. Note ▪ To activate this shortcut, select **Start** > **Settings** > **System** > **Clipboard**, and turn on the toggle under **Clipboard history**.
Windows logo key + Shift + V	Cycle through notifications.
Windows logo key + X	Open the Quick Link menu.
Windows logo key + Y	Switch input between Windows Mixed Reality and your desktop.
Windows logo key + Z	Show the commands available in an app in full-screen mode.
Windows logo key + period (.) or semicolon (;)	Open emoji panel.

Press this key	To do this
Windows logo key + comma (,)	Temporarily peek at the desktop.
Windows logo key + Pause	Display the System Properties dialog box.
Windows logo key + Ctrl + F	Search for PCs (if you're on a network).
Windows logo key + Shift + M	Restore minimized windows on the desktop.
Windows logo key + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Windows logo key + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.
Windows logo key + Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number.
Windows logo key + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.
Windows logo key + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator.
Windows logo key + Tab	Open Task view.
Windows logo key + Up arrow	Maximize the window.

Press this key	To do this
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window.
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen.
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen.
Windows logo key + Home	Minimize all except the active desktop window (restores all windows on second stroke).
Windows logo key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width.
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another.
Windows logo key + Spacebar	Switch input language and keyboard layout.
Windows logo key + Ctrl + Spacebar	Change to a previously selected input.
Windows logo key + Ctrl + Enter	Turn on Narrator.
Windows logo key +	Open Magnifier.

Press this key	To do this
Plus (+)	
Windows logo key + forward slash (/)	Begin IME reconversion.
Windows logo key + Ctrl + V	Open shoulder taps.
Windows logo key + Ctrl + Shift + B	Wake PC from blank or black screen.
Windows logo key + Alt + Enter (on taskbar item focus)	Open taskbar settings.

Press this key	To do this
Alt + D	Select the address bar.
Ctrl + E	Select the search box.
Ctrl + F	Select the search box.
Ctrl + N	Open a new window.
Ctrl + W	Close the active window.
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons.

Press this key	To do this
Ctrl + Shift + E	Display all folders above the selected folder.
Ctrl + Shift + N	Create a new folder.
Num Lock + asterisk (*)	Display all subfolders under the selected folder.
Num Lock + plus (+)	Display the contents of the selected folder.
Num Lock + minus (-)	Collapse the selected folder.
Alt + P	Display the preview panel.
Alt + Enter	Open the Properties dialog box for the selected item.
Alt + Right arrow	View the next folder.
Alt + Up arrow	View the folder that the folder was in.
Alt + Left arrow	View the previous folder.
Backspace	View the previous folder.
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder.
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in.
End	Display the bottom of the active window.

Press this key	To do this
Home	Display the top of the active window.
F11	Maximize or minimize the active window.

For more Windows (10/11) shortcuts, visit:

https://support.microsoft.com/en-us/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec#WindowsVersion=Windows_10

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