Albatross Computers

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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, ⊞+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.

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.

Microsoft

⊞ +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.