




# YOUR VIRTUAL HELP DESK

*Helping you make the most of your IT*

## WINDOWS SHORTCUT KEYS (2024)

Pressing the Windows key  along with other keys lets you quickly do things like open Settings, File Explorer, the Run command, and apps on the Taskbar. You can also access tools like Narrator and Magnifier, manage windows and virtual desktops, take screenshots, lock your computer, and more.

Here is a list of the most common keyboard shortcuts utilising the Windows key.

### GENERAL

- Windows Key - Open Start menu.
- Windows Key + A - Open Action centre.
- Windows Key + Comma (,) - Temporarily peek at the desktop.
- Windows Key + Ctrl + D - Create a virtual desktop.
- Windows Key + D - Display and hide the desktop.
- Windows Key + E - Open File Explorer.
- Windows Key + L - Locks Computer.
- Windows Key + R - Open Run command.
- Windows Key + S (or Q) - Open Search.
- Windows Key + G - Launch Game bar app.
- Windows Key + Tab - Open Task View.
- Windows Key + Shift + V - Cycle through notifications.
- Windows Key + T - Cycle through apps in the Taskbar.
- Windows Key + V - Open Clipboard bin.
- Windows Key + W - Open the Windows Ink Workspace.
- Windows Key + X - Open Quick Link menu.
- Windows Key + Period (.) or Semicolon (;) - Open emoji panel.

### ACCESSIBLE

- Windows Key + Ctrl + Enter - Open Narrator.
- Windows Key + Esc - Exit magnifier.
- Windows Key + Plus (+) - Open and Zoom in using the magnifier.
- Windows Key + Minus (-) - Zoom out using the magnifier.
- Windows Key + H - Open dictation feature.



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## SCREEN CONTROL

- Windows Key + Ctrl + F4 - Close active virtual desktop.
- Windows Key + Ctrl + Left arrow - Switch to the virtual desktop on the left.
- Windows Key + Ctrl + Right arrow - Switch to the virtual desktop on the right.
- Windows Key + Ctrl + Shift + B - Wake up the device when black or a blank screen.
- Windows Key + Down arrow key - Minimize app windows.
- Windows Key + Up arrow key - Maximize app windows.
- Windows Key + M - Minimize all windows.
- Windows Key + Home - Minimize or maximize all but the active desktop window.
- Windows Key + Shift + M - Restore minimized windows on the desktop.
- Windows Key + Left arrow key - Snap app or window left.
- Windows Key + Right arrow key - Snap app or window right.
- Windows Key + Shift + Left arrow key - Move active window to monitor on the left.
- Windows Key + Shift + Right arrow key - Move active window to monitor on the right.
- Windows Key + PrtScn - Capture a full screenshot in the "Screenshots" folder.
- Windows Key + Shift + S - Create part of the screen screenshot.
- Windows Key + Shift + Up arrow key - Stretch desktop window to the top and bottom of the screen.

## ACCESS SETTINGS

- Windows Key + I - Open Settings.
- Windows Key + K - Open Connect settings.
- Windows Key + P - Open Project settings.
- Windows Key + U - Open Ease of Access settings.