# Shortcut Keys for Windows 10

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

|  |  |
| --- | --- |
| Shortcut | Description |
| Windows key Windows logo | Open and close the **Start** menu.  |
| Windows logo+1, Windows logo+2, etc. | Switch to the desktop and launch the *n*th application in the taskbar. For example, Windows logo+1 launches whichever application is first in the list, numbered from left to right. |
| Windows logo+A | Open the action center. |
| Windows logo+B | Highlight the notification area. |
| Windows logo+C | Launch Cortana into listening mode.[[1]](#footnote-1) Users can begin to speak to Cortana immediately.  |
| Windows logo+D | Switch between **Show Desktop** (hides/shows any applications and other windows) and the previous state. |
| Windows logo+E | Switch to the desktop and launch File Explorer with the **Quick Access** tab displayed.  |
| Windows logo+H | Open the **Share** Three curved arrows in a circle formation. charm. |
| Windows logo+I | Open the **Settings** Small ring with notches on outside edge. app. |
| Windows logo+K | Open the **Connect** pane to connect to wireless displays and audio devices. |
| Windows logo+L | Lock the device and go to the **Lock** screen. |
| Windows logo+M | Switch to the desktop and minimize all open windows. |
| Windows logo+O | Lock device orientation. |
| Windows logo+P | Open the **Project** pane to search and connect to external displays and projectors.  |
| Windows logo+R | Display the **Run** dialog box. |
| Windows logo+S | Launch Cortana.[[2]](#footnote-2) Users can begin to type a query immediately.  |
| Windows logo+T | Cycle through the apps on the taskbar. |
| Windows logo+U | Launch the Ease of Access Center. |
| Windows logo+V | Cycle through notifications. |
| Windows logo+X | Open the advanced menu in the lower-left corner of the screen. |
| Windows logo+Z | Open the app-specific command bar. |
| Windows logo+ENTER | Launch Narrator. |
| Windows logo+SPACEBAR | Switch input language and keyboard layout. |
| Windows logo+TAB | Open Task view. |
| Windows logo+, | Peek at the desktop. |
| Windows logo+Plus Sign | Zoom in. |
| Windows logo+Minus Sign | Zoom out. |
| Windows logo+ESCAPE | Close Magnifier. |
| Windows logo+LEFT ARROW | Dock the active window to the left half of the monitor. |
| Windows logo+RIGHT ARROW | Dock the active window to the right half of the monitor. |
| Windows logo+UP ARROW | Maximize the active window vertically and horizontally. |
| Windows logo+DOWN ARROW | Restore or minimize the active window. |
| Windows logo+SHIFT+UP ARROW | Maximize the active window vertically, maintaining the current width. |
| Windows logo+SHIFT+DOWN ARROW | Restore or minimize the active window vertically, maintaining the current width. |
| Windows logo+SHIFT+LEFT ARROW | With multiple monitors, move the active window to the monitor on the left. |
| Windows logo+SHIFT+RIGHT ARROW | With multiple monitors, move the active window to the monitor on the right. |
| Windows logo+HOME | Minimize all nonactive windows; restore on second keystroke. |
| Windows logo+PRNT SCRN | Take a picture of the screen and place it in the **Computer>Pictures>Screenshots** folder. |
| Windows logo+CTRL+LEFT/RIGHT arrow | Switch to the next or previous virtual desktop. |
| Windows logo+CTRL+D | Create a new virtual desktop. |
| Windows logo+CTRL+F4 | Close the current virtual desktop. |
| Windows logo+? | Launch the Windows Feedback App. |

# For more information

## Microsoft IT

[microsoft.com/itshowcase](http://www.Microsoft.com/ITShowcase)

## Windows

## [Microsoft.com](https://www.microsoft.com/en-us/windows)

© 2018 Microsoft Corporation. This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

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