# Shortcut Keys for Windows 10

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

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| --- | --- |
| 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)

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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)