



## Town of Essex - Information Systems

33 Talbot Street South ● Essex, ON ● N8M 1A8  
Telephone: (519) 776-7336 ● Fax: (519) 776-8811

### Title: Windows 10 – Keyboard Shortcuts









Created By: Sara Smith

Date: December 6<sup>th</sup> 2018








---

The Windows symbol key can be found at the bottom left of your keyboard typically between Ctrl and Alt






### Basic Commands

Start Menu	
Copy a Folder/File	<b>Ctrl + C</b>
Cut a Folder/File	<b>Ctrl + X</b>
Paste a Folder/File	<b>Ctrl + V</b>
Cortana (speech)	 + <b>C</b>
Cortana (text)	 + <b>S</b>
Actions Center	 + <b>A</b>
Task View	 + <b>Tab</b>
Close App	<b>Alt + F4</b>
Lock computer	 + <b>L</b>
Print	<b>Ctrl + P</b>
File Explorer	 + <b>E</b>
Run dialog box	 + <b>R</b>

### Desktop shortcuts

Desktop	 + <b>D</b>
Maximize	 + <b>↑</b>
Minimize/Restore	 + <b>↓</b>
Switch between apps	<b>Alt + Tab</b>
Minimize all windows	 + <b>M</b>
Snap app to left	 + <b>←</b>
Snap app to right	 + <b>→</b>
New Desktop	 + <b>Ctrl + D</b>
Close Current Desktop	 + <b>Ctrl + F4</b>
Switch Desktops	 + <b>Ctrl + ←/→</b>

### Settings Shortcuts

Open Settings	 + <b>I</b>
Devices pane	 + <b>K</b>
Sharing pane	 + <b>H</b>
Display options for second screen	 + <b>P</b>
Quick Link menu	 + <b>X</b>