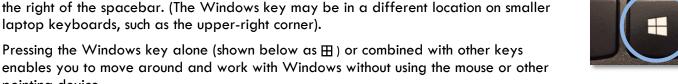
Time-saving tips from:

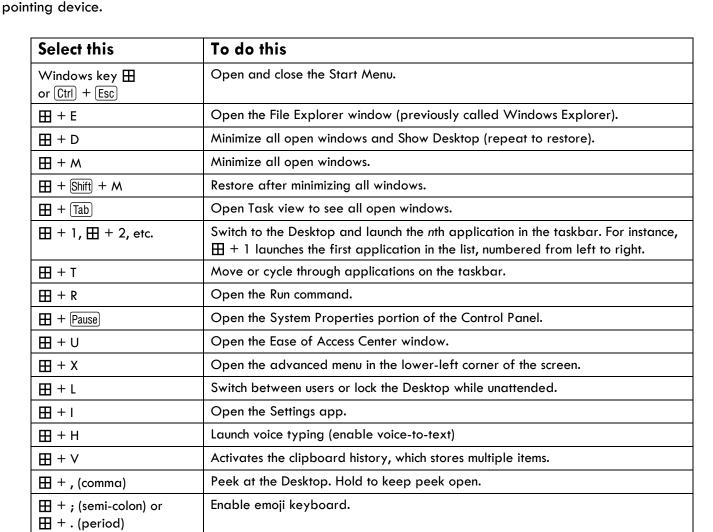
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The Software Pro® **Windows** Dawn Bjork, MCT, MOSM, CSP® Keyboard Shortcuts The Software Program

Windows Kev Shortcuts

The Windows key gives you quick access to Windows functionality. Look for the Windows key to the left of the Spacebar (usually between the Ctrl) and Alt keys) and sometimes to the right of the spacebar. (The Windows key may be in a different location on smaller laptop keyboards, such as the upper-right corner).





Find more Windows Tips & Tricks at: TheSoftwarePro.com/Windows

Windows Keyboard Shortcuts

Keyboard shortcuts to work with an active open window

Select this	To do this
⊞ + ↑	Maximize the active window vertically and horizontally.
⊞ + ↓	Restore or minimize the active window.
⊞ + ←	Dock the active window to the left half of the monitor.
⊞ + →	Dock the active window to the right half of the monitor.
⊞ + Shift + ↑	Maximize the active window vertically, maintaining the current width.
H + Shift + ↓	Restore or minimize the active window vertically, maintaining the current width.
⊞ + Shift + ←	With multiple monitors, move the active window to the monitor on the left.
⊞ + Shift + →	With multiple monitors, move the active window to the monitor on the right.
⊞ + Home	Minimize or restore all other windows except for the active/current window.
⊞ + PrtScr	Take a picture of the screen and place it in the Computer > Pictures > Screenshots folder.
H + +	Zoom in. Launches the magnifier to zoom in on the current window.
⊞ + ⊡	Zoom out in the current window when the magnifier is enabled.
⊞ + Esc	Close the magnifier.
⊞ + P	Open the Project menu (when connected to an external display or projector).

Windows Keyboard Shortcuts

Other Handy Windows Shortcuts

Try these other helpful keyboard shortcuts for everyday Windows actions:

Select this	To do this
Ctrl + C	Сору
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Esc	Open and close the Start Menu.
Delete	Delete the selected item and move it to the Recycle Bin (applies to items on your local hard drive).
Shift + Delete	Delete selected items permanently without placing the item in the Recycle Bin.
Ctrl + A	Select All.
Ctrl + Shift + N	Makes a new empty folder.
Alt + D	In File Explorer, highlights the Explorer address bar.
F4	In File Explorer, highlights the Explorer address bar and pops open the list of previous addresses.
Alt + Tab	Switch between open windows without touching your mouse.
Ctrl + Tab	Cycle through an application's window (or a web browser's tabs).
Alt + Esc	Cycle through items in the order in which they were opened.
Ctrl + Shift + Esc	Open the Windows Task Manager.
Alt + F4	Close the active item or quit the active program.
Alt + ←	In File Explorer opens the previously viewed windows as though you've clicked the Back button in a browser.
Alt + →	Once you've pressed Alt + ←, you can use this shortcut to move forward through your recently opened windows in File Explorer.
Ctrl + F4	Close the active document window.
F1	Display Help and Support.
F2	Rename the selected item.
F3	Search for a file or folder.
F5	Refresh the active window.
F6 or Tab	Cycle the focus through screen elements in a window or on the Desktop.
F11	Enters or exits full-screen mode in which the current window fills the entire screen, even if the taskbar is hidden. Helpful with some web browser windows.
Shift + F10	Display the shortcut menu for the selected item.
Esc	Cancel the current task.
Alt + Enter or Alt + double-click an icon	Display properties for the selected item.
(Alt) + (Spacebar)	Open the shortcut menu for the active window.