

20 must-know keyboard shortcuts for Windows 10

Windows 10 has a bunch of new features that bring new keyboard shortcuts along with them. Here's a list of the best keyboard shortcuts to know to make your time with Windows 10 more efficient.



[Ian Paul](#) | [@ianpaul](#)

Contributor, PCWorld August 28, 2015

With Windows 10, Microsoft has added a ton of new keyboard shortcuts to give you easier access to the new Action Center, Cortana, Task View, and virtual desktops. So much so, in fact, that Microsoft recently released a handy-dandy [Word document with Windows 10's Windows key shortcuts](#) to aid in your study.

If you're new to keyboard shortcuts, however, one glance at that list can be overwhelming—and there are plenty of keyboard shortcuts that don't involve the Windows key whatsoever. To help you streamline it a bit, here's a list of 20 must-know shortcuts for Windows 10.

This isn't just a list for Windows 10, however. Many of these shortcuts work with older versions of Windows, and you'll find a few standard browser shortcuts as well. If you're on Windows 7 or 8.1 but new to shortcuts this list will also help you take control of your Windows machine and make you more efficient by lessening your dependence on the mouse.

Windows 10's newest features

Windows key + A: Open the Action Center

Windows key + C: Launch Cortana in listening mode (for voice commands)

Windows key + I: Open the Settings app

Windows key + S: Launch Cortana

Windows key + Tab: Open Task View

Windows key + Ctrl + D: Create a new virtual desktop

Windows key + Ctrl + F4: Close the current desktop

Windows key + Ctrl + left or right arrow: switch between virtual desktops

Standard Windows shortcuts

Windows key (Windows 7 and up): Open/close the Start menu

Windows key + X (Windows 8.1 and 10): Open/close the Start button's right-click context menu

Windows key + left or right arrow (Windows 7 and up): snap current window to right or left of screen

Windows key + E (Windows 7 and up): Launch File Explorer

Windows key + L (Windows 7 and up): Lock the desktop

Alt + PrtScn (Windows 7 and up): Take a screenshot of current window and copy it to your clipboard

Windows key + PrtScn (Windows 8.1 and 10): Take a screenshot of entire display and save to *Computer > Pictures > Screenshots*

Browser shortcuts (works in Edge and most other browsers)

Ctrl + T: Open new tab

Ctrl + D: Bookmark page

Ctrl + L: Highlight current URL (good for typing a new address or copying the current one)

Ctrl + Tab: Cycle through your open tabs

Ctrl + Enter: add ".com" to the end of a web address (e.g. type 'google' then *Ctrl + Enter* to get google.com)