

Windows Key Shortcuts

Shortcut Keys	Description
Windows + Shift + S	Opens Snip tool (Snip & Sketch)
Windows	Opens/closes the Start menu.
Windows + L	Locks the screen.
Windows + V	Opens Clipboard History.
Windows + Q	Opens Windows Search.
Windows + E	Opens File Explorer.
Windows + H	Opens the dictation toolbar. <i>(Some initial setup required to use.)</i>
Windows + M	Minimizes all open windows.
Windows + Shift + M	Opens minimized windows.
Windows + Up Arrow	Maximizes the selected window.
Windows + Down Arrow	Reduces the window size. (Restore down.)
Windows + . or Windows + ;	Opens the emoji panel. 
Windows + Tab	Shows Task View.
Windows + Control + D	Creates a virtual desktop.
Windows + Control + Right Arrow	Switches to the virtual desktop on the right.
Windows + Control + Left Arrow	Switches to the virtual desktop on the left.
Windows + Control + F4	Closes the active virtual desktop.
Windows + Print Screen (may need Function key)	Takes a screenshot of the desktop.
Windows + P	Opens the projection settings.
Windows + <number>	Opens the app in the taskbar relative to the number input. <i>(For example, if Word is the fourth app on the taskbar, using Windows Key + 4 will open Word.)</i>
Windows + Alt + <number>	Opens the right-click menu for the app in the taskbar relative to the number input. <i>(For example, if Word is the fourth app on the taskbar, using Windows Key + Alt + 4 will open Word's right-click menu.)</i>
Windows + D	Shows/hides open apps on the desktop.
Windows + Space	Switches between installed languages (for writing text).
Windows + I (the i key)	Opens the Settings menu.
Windows + G	Open the Xbox Game Bar
Windows + K	Open the Connect sidebar
Windows + R	Open the "Run" window
Windows + S	Open Search
Windows + Left	Snap current window to the left side of the screen.
Windows + Right	Snap current window the the right side of the screen.
Windows + Up	Snap current window to the top of the screen.
Windows + Down	Snap current window to the bottom of the screen.

Symbol shortcuts

Note: all symbol characters can be added by going through the Insert Ribbon, selecting Symbols, then scroll to find the correct figure you want. The purpose of this list is just offer a keyboard shortcut alternative. In Word, you can assign shortcut keys to often used symbols.

Symbol / Description	Shortcut keys
¢ / cent symbol	Alt key + 0162 OR Cntl key + /C
° / degree symbol	Alt key + 0176
✓ / checkmark	Alt key + 0252 then select and choose Wingding font
☑ / checkmark in box	Alt key + 0254 then select and choose Wingding font