

Some of the Shortcut Keys Listed below use the Windows key to execute a shortcut key command. The Windows key has the Windows logo on it. This key will be represented by the letters (Win)

ShortCut Keys Universal In Windows

Snipping bar saves to clipboard	Win + Shift + S	Select emoji	Win + . (period)
Open settings quickly	Win + I	New notifications	Win + A
Talk instead of type or select microphone on touch keyboard	Win + H	Open search	Win + S
Start	Win or Ctr+ Esc	Run dialog box.	Win+R
Return to desktop.	Win+D	Delete right of cursor.	Ctrl+Delete
System properties.	Win+Break	Alternate between active and inactive programs open	Alt+Tab
Find dialog box.	Win+F	$\frac{3}{4}$	Alt+0190
Windows Explorer.	Win+E	$\frac{1}{2}$	Alt+0189
Computer dialog box.	Ctrl+Win+F	$\frac{1}{4}$	Alt+0188
Minimize program working in.	Alt+spacebar+N	Close Internet Explorer, Netscape or Netscape Communicator	Ctrl+W
Maximizes program working in.	Alt+spacebar+X	This will take a snapshot of the screen to the clip board. You may paste in word, spreadsheet, publisher, etc.	Printscreen
Minimize all programs open.	Win+M		
Maximizes all programs previously minimized	Win+Shift+M		
Delete file/email permanently	Shift+Delete	Refresh	F5