

# Windows 10 Upgrade shortcuts

Due to the recent Windows 10 upgrade, below are some shortcuts you may find useful.

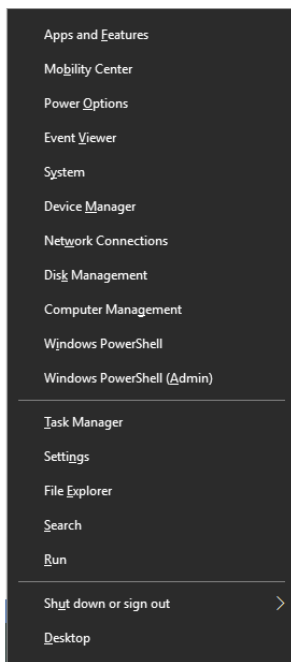
To select the command you need to press the Windows key on your keyboard together with whichever supporting command



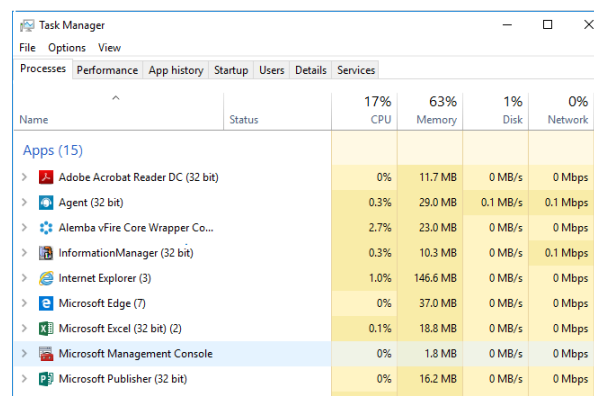
(Windows symbol on your keyboard)

## Windows + X Open *Start* button context menu

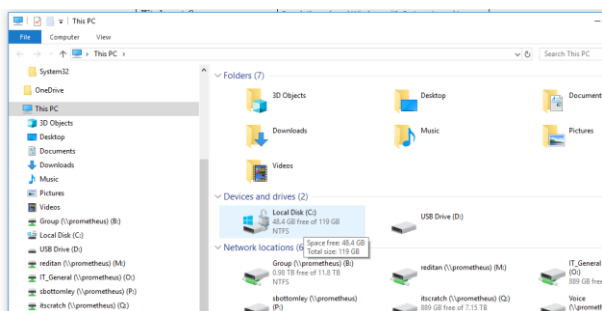
This is particularly useful for those schools that have a locked down desktop.



This screen will enable you to access for example your Task Manager, which enables you to stop applications if they are frozen

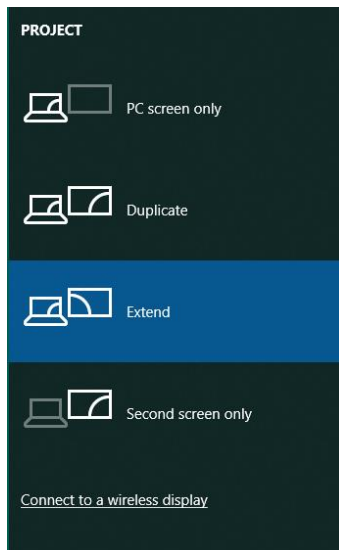


Another useful function is the File explorer, which enables you to navigate to Shared Areas



## Windows + P Project a screen

This will be particularly useful for Senior Leadership Teams or Teachers. This command provides the Project options

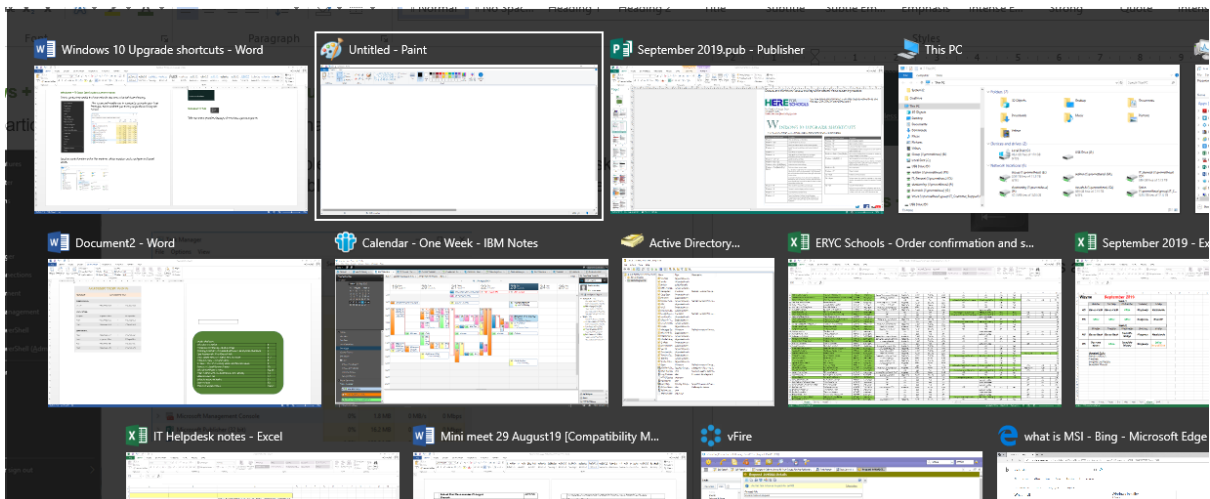


## Windows + Tab



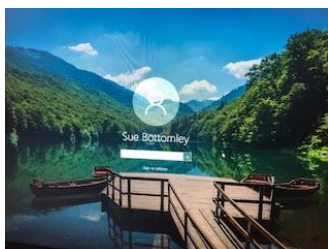
## Launch Windows 10 Task View

This command provides displays all your files open at a glance



## Windows + L Lock your screen

This is very useful for a quick lock down of your PC



Here are some more shortcuts which you may find useful.

Windows 10 Keyboard Shortcut	Description
<b>Windows</b>	Show the Windows 10 Start Menu
<b>Windows + Tab</b>	Launch Windows 10 <i>Task View</i>
<b>Windows + C</b>	Search the web and Windows with Cortana (speech)
<b>Windows + S</b>	Search the web and Windows with Cortana (keyboard input)
<b>Windows + I</b>	Open Windows 10 settings
<b>Windows + A</b>	Open Windows 10 Action Center (e.g. to display notifications and customizable quick actions)
<b>Windows + Ctrl + D</b>	Create new virtual desktop
<b>Windows + Ctrl + F4</b>	Close current virtual desktop
<b>Windows + Ctrl + [Left][Right]</b>	Switch between virtual desktops
<b>Windows + [Left][Right][Up][Down]</b>	Position windows on your screen E.g. <i>Windows + [Left]</i> moves the current window to the left half of your screen. If you use <i>Windows + [Up]</i> afterwards, the current window will be placed in the upper left quarter of your screen.  And, what's very handy in my opinion: If you release the <i>Windows</i> key after positioning a window, Task View shows up on the opposite side of the positioned window to select and position another app.
<b>Windows + H</b>	Share content (if supported by current app)
<b>Windows + K</b>	Connect to wireless displays and audio devices
<b>Windows + X</b>	Open <i>Start</i> button context menu
<b>Windows + G</b>	Opens the Windows 10 <i>Game Bar</i> to take game screenshots and record gaming videos of Windows 10 games (works in any game app, e.g. <i>Microsoft Solitaire Collection</i> )

Windows 10 Keyboard Shortcut	Description
<b>Windows + D</b>	Show Windows desktop
<b>Windows + E</b>	Open <i>Windows Explorer</i>
<b>Windows + L</b>	Lock your Windows 10 device
<b>Windows + Space</b>	Switch keyboard input language (if you have added at least a second one)
<b>Windows + Shift + [Left][Right]</b>	Move current Window from one monitor to another (when using a multiple monitor setup)
<b>Windows + [1][2][3][...]</b>	Open programs that are pinned to task bar E.g. if first pinned program on your task bar is <i>Windows Explorer</i> (from left to right), the shortcut <i>Windows + 1</i> opens <i>Windows Explorer</i> for you.
<b>Windows + R</b>	Run a command
<b>Windows + P</b>	Project a screen
<b>Alt + Tab</b>	Switch to previous window
<b>Alt + Space</b>	Restore, move, size, minimize, maximize or close current window. Also works like a charm for Windows 10 modern apps.
<b>Alt + F4</b>	a) Close current window  b) If you're on your Windows 10 desktop, open Power dialogue to shut down or restart Windows, put your device in sleep mode, sign out or switch the current user