In a professional Windows 10 environment, optimize your workflow with OneDrive for secure file storage and collaboration. The Task View and virtual desktops enhance multitasking, while Snipping Tool facilitates easy screenshot annotation. Efficiently locate items using Windows Search and customize your desktop with Snap Assist and Taskbar shortcuts. Mastering Windows 10 keyboard shortcuts, such as those in File Explorer and for multitasking, boosts navigation. Maintain a quick-access reference guide on your desktop to streamline your use of Windows 10, maximizing productivity in your professional computing experience.

General Shortcuts

Windows key	Opens or closes the Start menu.
Windows key + D	Shows or hides the desktop.
Windows key + L	Locks the computer.
Alt + Tab	Switches between open applications.
Ctrl + Shift + Esc	Opens Task Manager directly.
Alt + F4	Closes the active window.

File Explorer Shortcuts

Windows key + E	Opens File Explorer.
Ctrl + N	Opens a new File Explorer window.
Ctrl + Shift + N	Creates a new folder.
Ctrl + W	Closes the active File Explorer window.

Virtual Desktop Shortcuts

Windows key + Ctrl + D	Creates a new virtual desktop.
Windows key + Ctrl + Left/Right arrow	Switches between virtual desktops.
Windows key + Ctrl + F4	Closes the current virtual desktop.

Taskbar Shortcuts

Windows key + number (1-9)	Opens the corresponding application on the taskbar.
Windows key + T	Focuses on the taskbar. Use arrow keys to navigate and Enter to open.
Shift + click on a taskbar icon	Opens a new instance of the application.

System Shortcuts

Windows key + I	Opens the Settings app.
Windows key + X	Opens the power user menu.
Windows key + Print Screen	Takes a screenshot and saves it to the Screenshots folder.
Windows key + Pause/Break	Opens System Properties.

Text Editing Shortcuts

Ctrl + C	Copies selected text.
Ctrl + X	Cuts selected text.
Ctrl + V	Pastes copied/cut text.
Ctrl + Z	Undoes the last action.
Ctrl + Y	Redoes the last undone action.

Task View Shortcuts

Windows key + Tab	Opens Task View.
Alt + Tab	Switches between open applications within Task View.

If you want a comprehensive Windows 10 course: Check out our Windows 10 Complete Course

Contact us today to learn about your training options.