

# 8 common keyboard shortcuts you need to know to use Windows professionally

As a Windows user, you need to equip yourself with the basics to handle things more smoothly and easily. Today I will guide you to some useful keyboard shortcuts on Windows operating system to help you master your computer with just one keystroke.

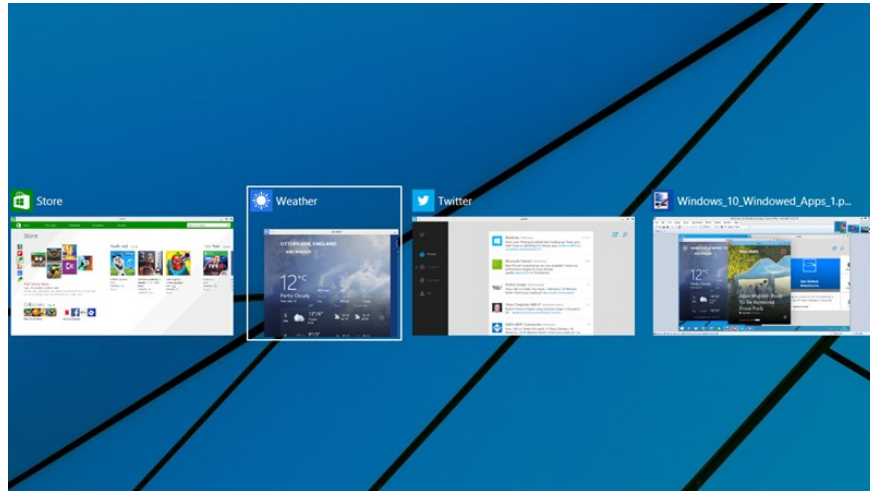
## 1. Quick access to My Computer

If you want to open This PC (My Computer) quickly instead of pressing the This PC (My Computer) icon on the screen, just press the Win + E key combination.

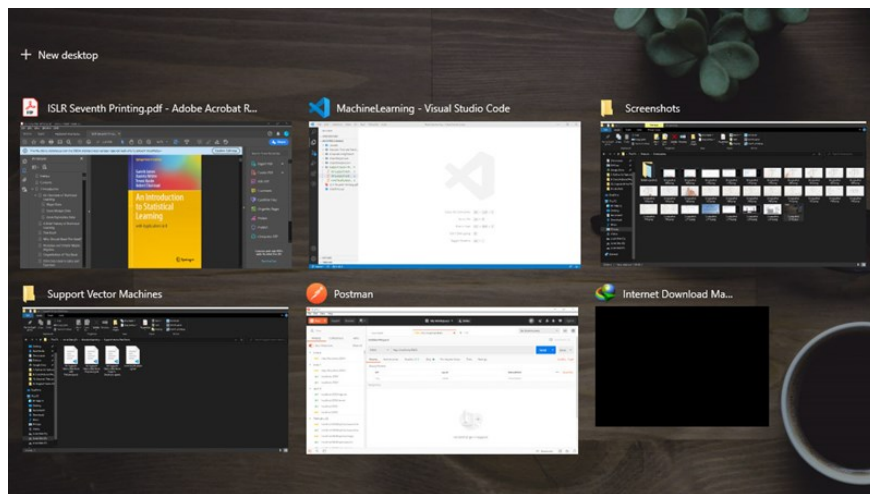


## 2. Switch between Tabs

Use the Alt + tab combination to quickly switch between applications.



But when you have too many apps open at the same time, use Win + Tab to open a small window of the applications you want to switch to without having to Alt + Tab repeatedly.



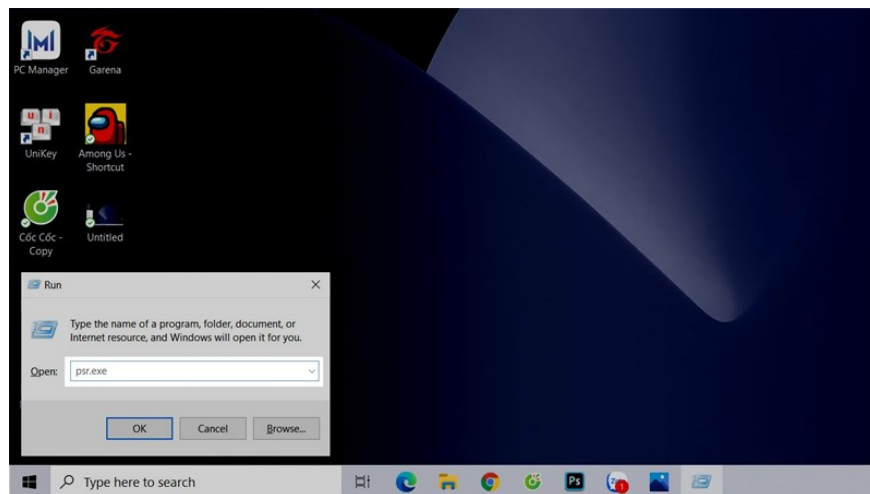
### 3. Fast lock the computer

To lock the computer screen when you need to go somewhere without anyone else touching any documents on your computer, just press Win + L. Make sure that your computer account has created password. password for security.

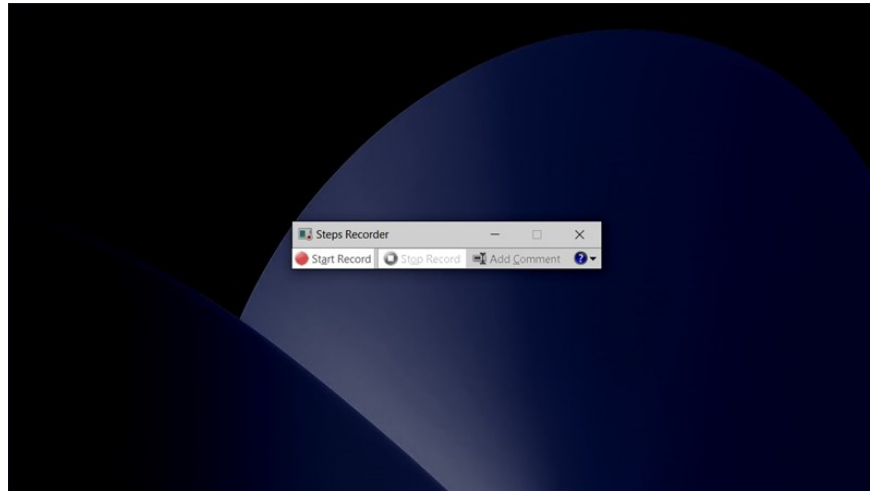


#### 4. Windows Video Recorder

To record the screen video without having to download any software, just go to the Run dialog box (Win + R)> then type psr.exe> ??press Enter to open the video recorder.

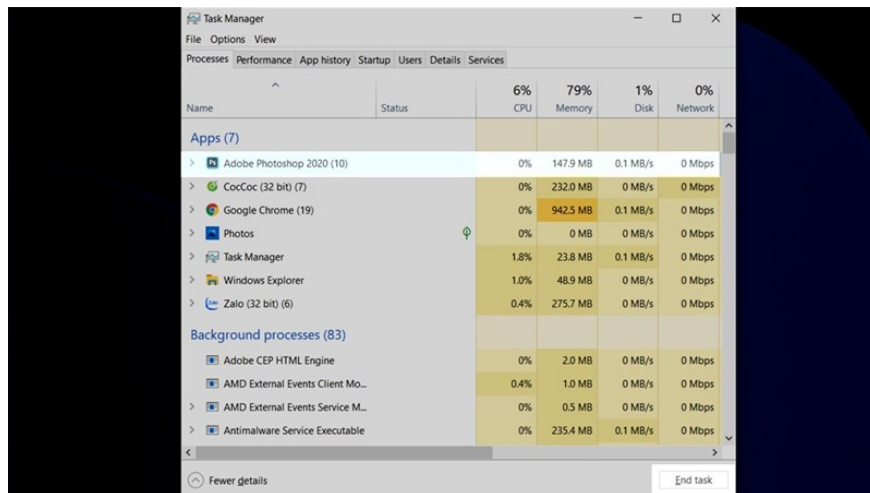


To record a video you choose Star Record and to stop you choose Stop Record.



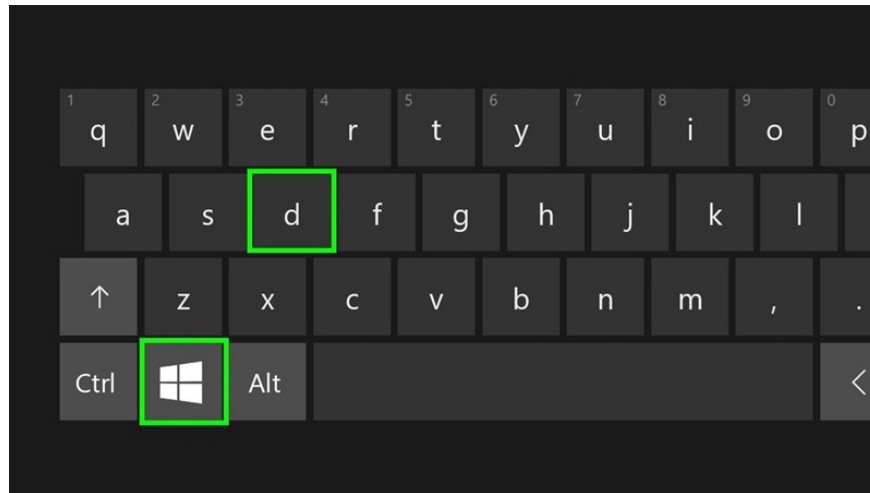
## 5. Rescue when application crashes

To quickly open the Task Manager window when the program crashes, just press **Ctrl + Shift + Esc** then select the frozen application and press **End task**. At this moment, the frozen application will be released and your device will work properly again.



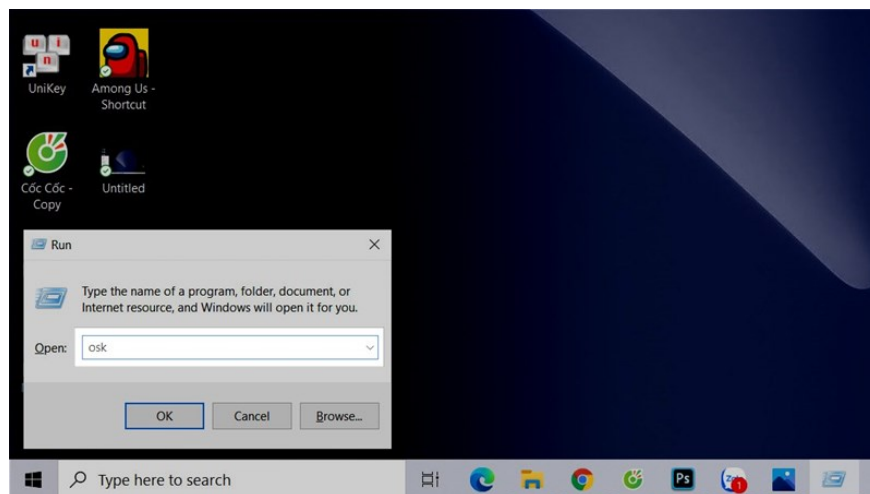
## 6. Access the Desktop

When you are stuck with an application in full screen mode, you have no way to get out, just press **Win + D** to exit the desktop.

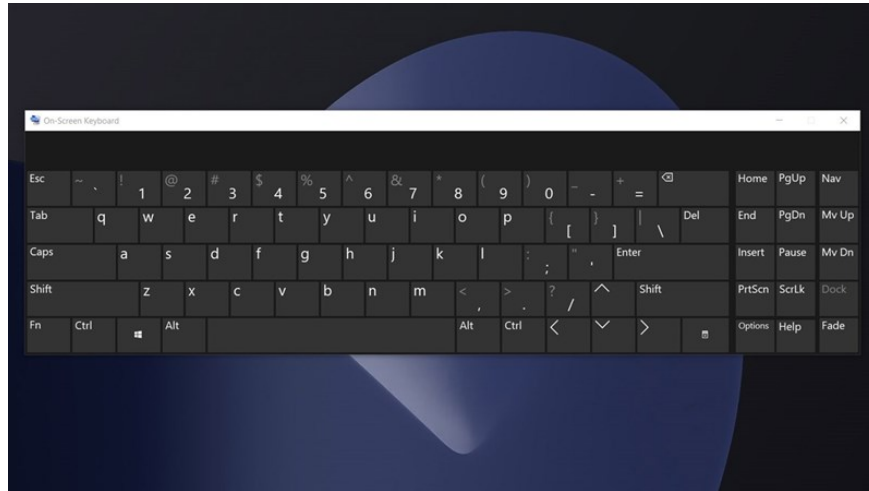


## 7. Virtual keyboard

When your keyboard is paralyzed a few buttons, to be able to use the virtual keyboard, just go to the dialog box Run (Win + R)> then enter osk.

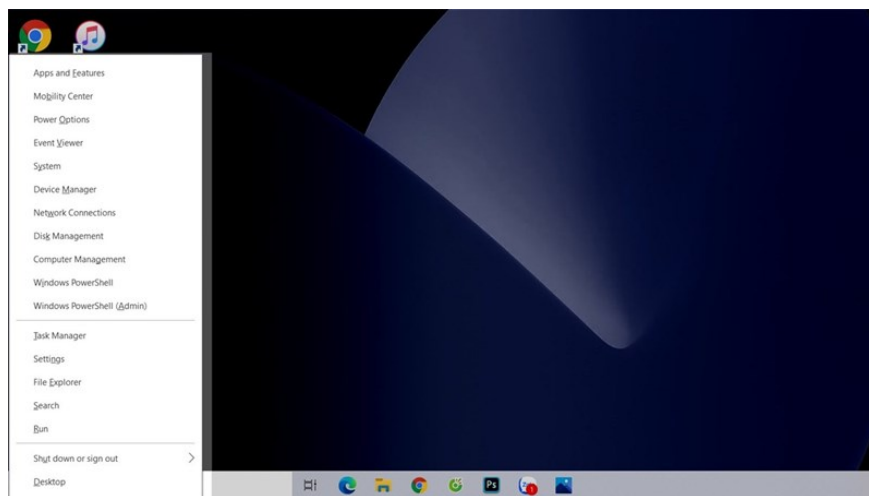


Then you press Enter to open the virtual keyboard. This will be the best assistant for times when your computer is stuck or damaged. Great if you use a touchscreen.



## 8. Quickly open a menu of commands

A shortcut that I really like to use is Win + X, it includes a variety of options such as cmd access, Task Manager, Control Panel, Device Manager.... in order to be used very quickly without having to access the traditional way.



Although there are a lot of shortcuts on Windows, but above are a few common shortcuts that you need to know to use Windows professionally and quickly.

You finished reading the article "**8 common keyboard shortcuts you need to know to use Windows professionally**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.