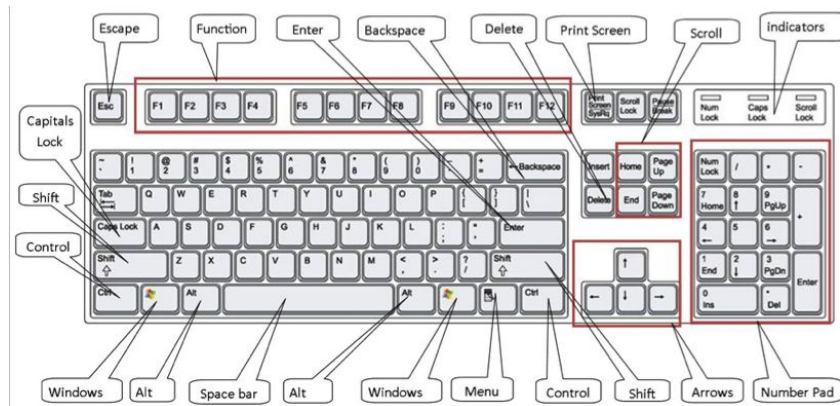


Summary of common keyboard shortcuts in Windows

Proficient use of shortcuts on Windows will help you save time, greatly increase productivity. Here I summarize the common keyboard shortcuts, commonly used in Windows 7, 8, 10 for your reference.

Proficient use of shortcuts on Windows will help you save time, greatly increase productivity. Here I summarize the common keyboard shortcuts, commonly used in Windows 7, 8, 10 for your reference.



Keyboard shortcut with Window key

Shortcut combination

Function

Window + Up arrow

Opens the current window in maximized zoom mode

Window + Down arrow

Restore operations or minimize the current window

Window + Left arrow

Minimize the current window to the left half

Window + Right arrow

Minimize the current window to the right half

Window + Number keys (0-9)

Open the list of applications

Window + Home key

Minimize windows (except for the current window)

Window + Spacebar

The window displays under transparent mode

Window + Pause / Break

Displays the information of the system

Window + Tabs

Switch between the current window

Window + B

Move to the Taskbar

Window + D

Return to the Desktop

Window + E

Open Windows Explorer

Window + F

Open the search dialog

Window + G

Put gadgets on top

Window + L

Log off the computer

Window + M

Minimize current window

Window + P

Open the Custom Menu for the projector

Window + R

Open the Run dialog box

Window + T

Display Thumbnails for applications

Windows + =

Turn on the magnifying glass, enlarge the text

Windows + [- / +]

Zoom in / out the magnifying glass

Windows key + Shift + Up arrow

Bring up the maximum size vertically

Windows key + Shift + Down arrow

Return to the original size vertically

Windows + Shift + M

Minimize all windows

Ctrl key combination

Keystrokes

Function

Ctrl + Shift + N

Create a new folder

Ctrl + Right arrow

Move the mouse cursor to the right side

Ctrl + Left arrow

Move the mouse cursor to the left

Ctrl + Up Arrow

Bring the cursor to the beginning of the previous paragraph

Ctrl + Down Arrow

Bring the cursor to the beginning of the following paragraph

Ctrl + Shift + ESC

Open the Task Manager dialog box

Ctrl + Shift + Arrow keys

Use blacked out the text in the direction of the arrow

Ctrl + Z

Return to the previous operation

Ctrl + N

Open a new window

Ctrl + Mouse scroll

Change the way it looks

Key combination with Alt key

Keystrokes

Function

Alt + Left arrow

Return to the previous folder

ALT + right arrow

Return to the following folder

Hopefully some of the tips above will help you get your work done the best.

Good luck!

You finished reading the article "**Summary of common keyboard shortcuts in Windows**" 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.