

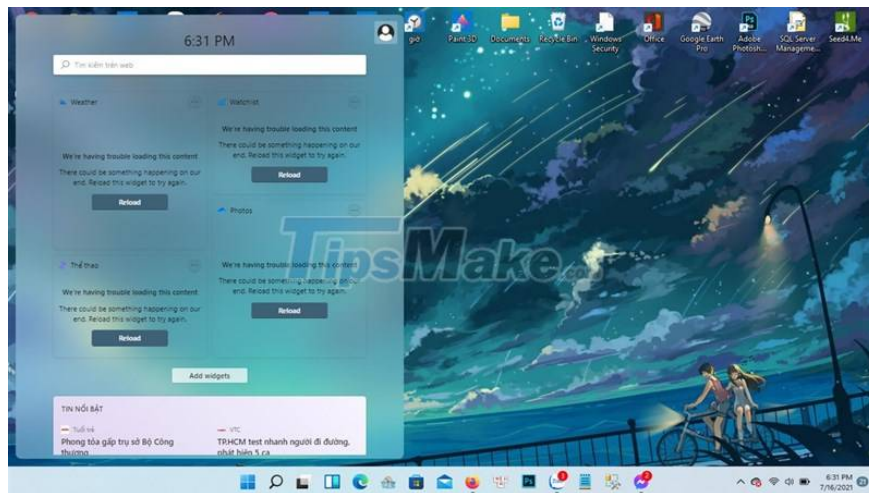
Summary of new keyboard shortcuts on Windows 11 to help you work faster

Microsoft has just released a beta version of Windows 11 that brings many new experiences to users. Windows 11 also provides users with many new keyboard shortcuts.

Windows 11 operating system gives users a completely different interface along with useful new features for your experience. Just like previous versions of Windows, you can quickly access these features with keyboard shortcuts on your computer. The following will be a summary of new keyboard shortcuts on Windows 11 for you to use.

1. New Shortcuts on Windows 11

Windows + W is used to open Widgets. If you have ever used Windows 7, you will not be too familiar with Widgets on the computer screen. And now Windows 11 will bring those Widgets back.



Windows + A is used to open quick settings. If before, you had to go to the Windows menu to open system settings, now you can quickly open it with keyboard shortcuts.



Windows + N is used to open the notification center. This is a feature that allows most of the notifications on the application to appear in the right corner of the Taskbar



Windows + Z is used to open the layout changer. This is a prominent feature on Windows 11, when you open a series of windows across different applications.

For example, you open many tabs on Google Chrome and open many pages on Word, or you are opening 2 different tabs on Chrome. Windows 11 will allow you to arrange these windows in a certain layout, giving you more free space on the screen.

2. Basic keys on Windows 11

These shortcuts may not be known to you or you have not used them all on Windows, in this section I will summarize the necessary shortcuts during use.



1. **Windows + Tab** is used to enable **Task View** . You can see which apps or tabs are active and to activate them just click.
2. **Windows + A** is used to enable **Action Center** . Allows you to quickly set up some features such as screen brightness, airplane mode, Wifi, volume, etc.
3. **Windows + C** is used to enable **Cortana** . This is a virtual assistant developed by Microsoft that allows you to quickly access applications by voice.
4. **Windows + D** displays the Desktop.
5. **Windows + E** is used to enable **File Explorer** .
6. **Windows + G** is used to enable the **Xbox Game Bar** feature .
7. **Windows + H** is used to turn on the **Sharing** feature so you can easily and quickly share documents between 2 different computers.
8. **Windows + I** is used to open the **Settings** window .
9. **Windows + K** is used to open the interface to connect with other devices.
10. **Windows + L** locks the computer screen.
11. **Windows + R** opens the **Run** window . Helps to quickly find applications.
12. **Windows + S** opens the search tool on Windows.
13. **Windows + X** opens the menu as you click the **Start** dialog **box**.
14. **Windows + Shift + L/R** switches apps from one monitor to another if you're connecting multiple monitors.
15. **Windows + Shift + 1/2/3/4/5** opens applications on the **Taskbar** with positions corresponding to the numbers you just selected.
16. **Windows** is used to toggle **the start menu** .
17. **Windows + B** shows **hidden icons** when out of stock on the **Taskbar** .
18. **Windows + F** helps to take screenshots.
19. **Windows + M** minimizes all open windows.
20. **Windows + T** switches between applications in the Taskbar.
21. **Windows + U** helps open the **System** item in the Settings section.

3. Keys associated with Ctrl



1. **Ctrl + X** press this key to cut selected items highlighted in black.
2. **Ctrl + C** or **Ctrl + insert** copies the selected items highlighted in black.
3. **Ctrl + V** or **Ctrl + Shift + insert** pastes previously copied items.
4. **Ctrl + Z** press this key to undo a previous action, for example restoring a phrase you accidentally deleted.
5. **Ctrl + D** deletes the selected items and moves them to the trash.
6. **Ctrl + R** or press **F5** to restart the active window.
7. **Ctrl + Y** redoes a previous action.
8. **Ctrl + right arrow.** Pressing this key moves the mouse pointer to the beginning of the next word.
9. **Ctrl + left arrow** will move the mouse pointer to the beginning of the previous word.

4. Keys when combined with Alt



1. **Alt + Tab** helps to switch between applications or tabs.
2. **Alt + F4** when pressing this key you can close the applications that you have open.
3. **Alt + F8** when you press this key will bring up your computer's password on the login screen.
4. **Alt + spacebar** opens the shortcut menu for the active window.
5. **Alt + left arrow.** Pressing this key combination will return to the previous action.
6. **Alt + right arrow.** When you press it, you can go to the next page.
7. **Alt + Enter.** This key combination will display the properties for the item you selected.

8. **Alt + P.** Show or disable the preview panel.
9. **Alt + Esc.** Cycle through the apps in turn.

Do you feel that the above shortcuts are convenient for you during use? Hope this information is useful to you. Good luck.

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