

10 essential Windows 10 keyboard shortcuts



Search for anything +

Get personalized results to searches for people, email, files in local and shared sites, or info from the web.



Take a screenshot + +

Capture and mark up all or part of your PC screen or any image, then save and share.



Access clipboard history +

Save recent copied or cut items on the clipboard so you can paste them in other apps or sync across devices.



Talk instead of type +

Use speech recognition to convert spoken words into text anywhere on your PC.



Express yourself with emoji +

Search for small images, symbols, or icons to express emotions or communicate playfully without words.



Clear window clutter +

Quickly access the desktop window behind all other windows that hosts computer icons for files and folders.



Lock your screen +

Quickly lock your screen to prevent others from accessing your computer.



Quickly switch tasks +

Display and switch between open windows or multiple workspaces. See activities across your devices for the past 30 days with timeline.



Snap windows side by side + or

Perfectly snap windows to the sides without the need to resize and position them manually.



Quickly change settings +

Access app notifications and commonly used settings—or quick actions—in a single pop-up sidebar.