# 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**







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



## **Express yourself with emoji**



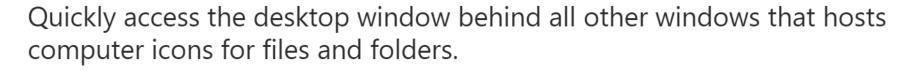


Search for small images, symbols, or icons to express emotions or communicate playfully without words.



#### **Clear window clutter**

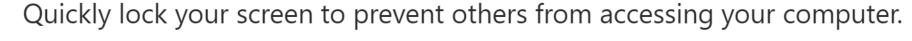






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# Quickly switch tasks # + Tab

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



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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.