

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



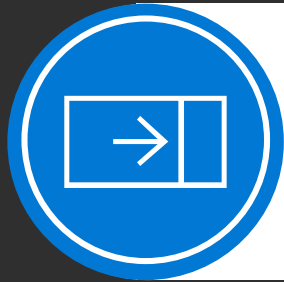
Quickly lock your screen to prevent others from accessing your computer.



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.