













Windows 10: Keyboard Shortcuts

FUNCTION	STEPS
Open the START list without the mouse	Tap  once
Start-up Windows Explorer	 E
Launch TASK VIEW	 [TAB] (you need 2+ programs open to appreciate it)
Open Start button <i>context</i> menu	 X
Show Desktop – minimizing all	 D (pressing it again returns you to program you were working on)
Lock the computer	 L (assign a password to your username to really take advantage of this)
Switch keyboard language	 [SPACEBAR]
Zoom IN (any program or website)	Hold down the [CTRL] key and roll your mouse scroll wheel <i>forward</i> (away from you)
Zoom OUT (any program or website)	Hold down the [CTRL] key and roll your mouse scroll wheel <i>backwards</i> (towards you)
Open the SYSTEMS window	 [PAUSE/BREAK]
Take a screenshot of part of your screen	 [SHFT]S (after you define the area you want for the screenshot – it resides in the Clipboard, so just PASTE it into a document)

NOTE: If your  key combinations are not working – make sure the WIN LOCK is not on. Not all keyboards have a WIN LOCK...it's more for gamers. But if you have a gamer (or mechanical) keyboard, you'll want to make sure your Win Lock is not turned on.

