














20 essential Windows shortcuts

1. Choose a presentation display mode Windows logo key  +P
2. Clear away everything and show the desktop Windows logo key  +D
3. Compare and contrast in a snap Windows logo key  +Left Arrow or Right Arrow.
Snap is the easiest way to compare two documents
4. Copy a selected item: Ctrl+C
5. Cut a selected item: Ctrl+X
6. Help Windows logo key  +F1
7. Lock your PC or switch users Windows logo key  +L
8. Maximize the window Windows logo key  +Up Arrow
9. Minimize the window Windows logo key  +Down Arrow
10. Multitask with multiple monitors Windows logo key  +Shift+Right Arrow or Left Arrow
11. Open a new instance of a program Windows logo key  +Shift+Click a taskbar icon
12. Open Task Manager Ctrl+Shift+Esc
13. Paste a selected item: Ctrl+V
14. Print: Ctrl+P
15. Redo that thing I just undid: Ctrl+Y
16. Search for files and folders Windows logo key  +F
17. Select everything: Ctrl+A
18. Switch between open windows Alt+Tab
19. Undo an action: Ctrl+Z
20. Zoom in, zoom out Windows logo key  +Plus Sign or Minus Sign