

12 AMAZING KEYBOARD SHORTCUTS

(That You Might Not Know Yet)

Learning keyboard shortcuts can dramatically enhance your productivity. Here are twelve essential shortcuts to master:

✧ WINDOWS SNAPPING

Shortcut: Windows + Arrow Left/Right

Description: Move the active window to the left or right half of your screen, allowing for easy side-by-side

✧ WINDOW SWITCHING

Shortcut: Alt + Tab

Description: Quickly switch between open programs. Hold Alt and tap Tab to cycle through open windows.

✧ MAKE SCREENSHOT

Shortcut: Windows + Shift + S

Description: Opens the Snip and Sketch tool for taking screenshots. Choose between rectangular, freeform, window, or full-screen snips.

✧ USE CLIPBOARD HISTORY

Shortcut: Windows + V

Description: Access a history of copied items, allowing you to paste previous clips. Activate it first if it's not already enabled.

✧ MAKE SCREENCASTS

Shortcut: Windows + G

Description: Opens the Xbox Game Bar for recording your screen. Ideal for creating tutorials or recording presentations.

✧ OPEN FILE EXPLORER

Shortcut: Windows + E

Description: Instantly open File Explorer to access your files and documents.

✧ OPEN TASKBAR APPS

Shortcut: Windows + 1-9

Description: Open programs pinned to your taskbar by pressing Windows and the number corresponding to the program's position.

✧ VIRTUAL DESKTOPS

Shortcut: Windows + Ctrl + D

Description: Create a new virtual desktop to organize your workspace. Switch between desktops using Windows + Ctrl + Arrow Left/Right.

✧ HIDE ALL WINDOWS

Shortcut: Windows + M or Windows + D

Description: Minimize all windows (Windows + M) or hide/unhide all windows (Windows + D).

✧ TASK VIEW

Shortcut: Windows + Tab

Description: View all open windows and virtual desktops. Access a timeline of previously used documents and programs.

✧ EMOJI FINDER

Shortcut: Windows + .

Description: Open the emoji panel to insert emojis, GIFs (Windows 11), and special characters into your documents.

✧ LOCK SCREEN

Shortcut: Windows + L

Description: Lock your computer to secure your work. Ideal for protecting sensitive information when stepping away from your desk.

These shortcuts can significantly reduce the time and effort spent on routine tasks, making your workflow more efficient. Try incorporating them into your daily routine to enhance productivity.