

# Shortcut Keys for Windows 10






















Tastaturkürzel für Windows 10

Zusammengetragen aus diversen Quellen.

Aktualisiert am 1.8.16 von Carola Pantenburg
































Note: [NEW] denotes a new keyboard shortcut introduced in the Windows 10 Anniversary Update.





## 1. Windows-Taste

Shortcut	Description
Windows key 	Open and close the <b>Start</b> menu.
 +1,  +2, etc.	Switch to the desktop and launch the <i>n</i> th application in the taskbar. For example,  +1 launches whichever application is first in the list, numbered from left to right.
 +A	Open the action center.
 +B	Highlight the notification area.
 +C	Launch Cortana into listening mode. <sup>1</sup> Users can begin to speak to Cortana immediately.
 +D	Switch between <b>Show Desktop</b> (hides/shows any applications and other windows) and the previous state.
 +E	Switch to the desktop and launch File Explorer with the <b>Quick Access</b> tab displayed.
 +F	Opens the <b>Feedback Hub</b> with a screenshot attached to your feedback.
 +H	Open the <b>Share</b>  charm.
 +I	Open the <b>Settings</b>  app.
 +K	Open the <b>Connect</b> pane to connect to wireless displays and audio devices.
 +L	Lock the device and go to the <b>Lock</b> screen.
 +M	Switch to the desktop and minimize all open windows.
 +O	Lock device orientation.
 +P	Open the <b>Project</b> pane to search and connect to external displays and projectors.
 +R	Display the <b>Run</b> dialog box.
 +S	Launch Cortana. <sup>2</sup> Users can begin to type a query immediately. Search for apps and files. Just type the app name (partially) or executable name (if you know

<sup>1</sup> If Cortana is unavailable or disabled, this shortcut has no function.

<sup>2</sup> Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana is unavailable or disabled, this command opens Search.

	it) and press Enter. Or Ctrl + Shift+ Enter if you need this elevated.
 +T	Cycle through the apps on the taskbar.
 +U	Launch the Ease of Access Center.
 +V	Cycle through notifications.
 +X	Open the advanced menu in the lower-left corner of the screen.
 +X+A	Opens Command Prompt with administrative rights.
 +X+M	Opens Device Manager.
 +X+P	Opens Control Panel.
 +X+U then S	Puts your PC to sleep.
 +Z	Open the app-specific command bar.
 +ENTER	Launch Narrator.
 +SPACEBAR	Switch input language and keyboard layout.
 +TAB	Open Task view.
 +,	Peek at the desktop.
 +Plus Sign	Zoom in.
 +Minus Sign	Zoom out.
 +ESCAPE	Close Magnifier.
 +LEFT ARROW	Dock the active window to the left half of the monitor.
 +RIGHT ARROW	Dock the active window to the right half of the monitor.
 +UP ARROW	Maximize the active window vertically and horizontally.
 +DOWN ARROW	Restore or minimize the active window.
 +ALT +D	[NEW] Opens date and time flyout on the taskbar.
 +ALT +R	Start/stop recording your apps & games.
 +SHIFT +<number>	Opens a new window of whatever icon (app) is in that position on the taskbar (as will Shift + Click on the icon).
 +SHIFT +CTRL + <number>	Opens a new window of whatever icon (app) is in that position on the taskbar with administrative rights.
 +SHIFT +C	[NEW] Opens Cortana to listen to an inquiry.
 +SHIFT+UP ARROW	Maximize the active window vertically, maintaining the current width.
 +SHIFT+ DOWN ARROW	Restore or minimize the active window vertically, maintaining the current width.
 +SHIFT+LEFT ARROW	With multiple monitors, move the active window to the monitor on the left.
 +SHIFT+RIGHT ARROW	With multiple monitors, move the active window to the monitor on the right.
 +HOME	Minimize all nonactive windows; restore on second keystroke.
 +PRNT SCR	Take a picture of the screen and place it in the <b>Computer&gt;Pictures&gt;Screenshots</b> folder.

 +CTRL+LEFT/RIGHT arrow	Switch to the next or previous virtual desktop.
 +CTRL+D	Create a new virtual desktop.
 +CTRL+F4	Close the current virtual desktop.
 +?	Launch the Windows Feedback App.

## 2. Generelle Kürzel

Quick access to basic system functions:

- Ctrl + Shift + Esc: Opens Task Manager.

Capturing what's on your screen:

- Alt + PrtScr: Takes a screenshot of open window and copies to your clipboard.

Mastering File Explorer:

- Alt + D in File Explorer or browser: Puts you in the address bar.
- F2 on a file: Renames the file.
- Shift + Right-click in File Explorer: Will give you option to launch Command Prompt with whatever folder you are in as the starting path.
- Shift + Right-click on a file: "Copy as path" is added to the context menu.

Remote Desktop and Virtual Desktop:

- CTRL + ALT + Left Arrow: VM change keyboard focus back to host.
- CTRL + ALT + HOME: Remote Desktop change keyboard focus back to host.

For example, in a VM, CTRL + ALT + Left Arrow then ALT + TAB lets you get focus back and switch to an app on your dev machine besides the VM.

Other neat keyboard shortcuts:

- Alt + X in WordPad: Using on a selected character or word in WordPad will show/hides the Unicode.
- Alt + Y on a UAC prompt: Automatically chooses yes and dismisses the prompt.
- Ctrl + mouse scroll-wheel: Scrolling will zoom and un-zoom many things across the OS. Middle clicking on the mouse scroll-wheel will dismiss tabs, open windows in taskbar, and notifications from the Action Center (new).
- Shift + F10: Will open the context menu for whatever is in focus.

### 3. Surface Device Tastaturkürzel

Here are some useful keyboard shortcuts on Surface devices:

- Fn + Left arrow: Home
- Fn + Right arrow: End
- Fn + Up arrow: Page Up
- Fn + Down arrow: Page Down
- Fn + Del: Increases screen brightness.
- Fn + Backspace: Decreases screen brightness.
- Fn + Spacebar: Takes a screenshot of the entire screen or screens and puts it into your clipboard.
- Fn + Alt + Spacebar: Takes a screenshot of an active window and puts it into your clipboard.

For more keyboard shortcuts in Windows 10 – [click here](#).

Know of other lesser-known shortcuts that are not in the list above? [Let us know](#).