

# Windows 10

## Windows Logo key

### Keyboard Shortcuts



## What are Keyboard Shortcuts?

Keyboard shortcuts are keys or combinations of keys that provide an alternative way to perform tasks which would otherwise be carried out using the mouse. They can be used by any person, however, they are most commonly used by people with vision impairments!

## How do I press Keyboard Shortcuts?

When pressing keyboard shortcuts, you hold down the first key/s of the command, press the last key of the command and then release the first key/s. For example, if the keyboard shortcut is Windows Logo key+ T , you hold down the Windows Logo key, press the letter T and then release the Windows Logo key. If the keyboard shortcut is Windows Logo key+ A L T + D , you hold down both the Windows Logo key and the Alt key, press the letter D and then release the Windows Logo key and Alt key.

## Where do I find the Windows Logo Key?

On most computer keyboards, there are 2 Windows Logo keys, one 2 keys to the left of the Spacebar and the other 2 keys to the right of the Spacebar. To help you identify this key, it has a picture of the Microsoft Windows logo printed on it.

Following are the keyboard shortcuts which include the Windows Logo key. This is not the complete list, just those which will prove most useful!

### Action

### Command

Open the Start Menu .....	Windows Logo key
Close the Start Menu.....	Windows Logo key or Escape
Open the Action Centre.....	Windows Logo key+A
Move focus to the Notification Area.....	Windows Logo key+B
Move focus to the Desktop.....	Windows Logo key+D
Display Date and Time Information .....	Windows Logo key+Alt+D
Open File Explorer .....	Windows Logo key+E
Start Dictation Mode.....	Windows Logo key+H

## **Action**

## **Command**

Open the Settings Screen .....	Windows Logo key+I
Open the Connect Quick Action screen .....	Windows Logo key+K
Lock the Computer .....	Windows Logo key+L
Minimise all Windows .....	Windows Logo key+M
Restore Minimised Windows .....	Windows Logo key+Shift+M
Lock Screen Orientation .....	Windows Logo key+O
Choose a Presentation Display Mode .....	Windows Logo key+P
Open Quick Assist.....	Windows Logo key+Ctrl+O
Open the Run dialog box.....	Windows Logo key+R
Open the Search Window .....	Windows Logo key+S
Open the Ease of Access Centre .....	Windows Logo key+U
Display the Windows Clipboard.....	Windows Logo key+V
Open the Quick Link Menu.....	Windows Logo key+X
Show the Emoji Panel .....	Windows Logo key+Full Stop
Peak at the Desktop .....	Windows Logo key+Comma
Display System Properties .....	Windows Logo key+Pause
Open 1st Pinned app on Taskbar.....	Windows Logo key+1
Open 2ndPinned app on Taskbar .....	Windows Logo key+2
Open 3rd Pinned app on Taskbar .....	Windows Logo key+3
Open 4th Pinned app on Taskbar .....	Windows Logo key+4
Open 5th Pinned app on Taskbar .....	Windows Logo key+5
Open 6th Pinned app on Taskbar .....	Windows Logo key+6
Open 7th Pinned app on Taskbar .....	Windows Logo key+7
Open 8th Pinned app on Taskbar .....	Windows Logo key+8
Open 9th Pinned app on Taskbar .....	Windows Logo key+9
Open 10th Pinned app on Taskbar .....	Windows Logo key+0
Open Running Apps List .....	Windows Logo key+Tab
Maximise Current Window .....	Windows Logo key+Up Arrow
Snap Window to the Right.....	Windows Logo Key+Right Arrow
Snap Window to the Left .....	Windows Logo Key+Left Arrow
Restore Current Window .....	Windows Logo key+Down Arrow
Start/Exit Narrator.....	Windows Logo key+Ctrl+Enter
Start Magnifier .....	Windows Logo key+Plus (+)
Increase Magnification Level.....	Windows Logo key+Plus (+)
Decrease Magnification Level .....	Windows Logo key+Minus (-)
Exit Magnifier .....	Windows Logo key+Escape