



## Windows 8.1: My Favorite Shortcuts

Keyboard shortcut	Command
Windows Key	Toggles from Start Screen to active Desktop application and vice versa.
ALT Key + Tab Key	Activates Flip or CoolSwitch – Pressing the Tab key toggles through your open files, applications, and desktop when the item in which you wish to work appears, release the Tab key and the item expands for you to use.
Windows Key  + Tab Key	Provides a pane of open, active apps from your Start screen and Desktop
Right Click the Start tile on the Desktop OR Windows Logo Key  + X Key	Quick frequently used items appear in the short cut menu, items such as Task Manager, Shutdown, File Explorer, etc.
Windows Logo Key  + Right Arrow Key	Snaps your Active Pane to the Right of your screen
Windows Logo Key  + Left Arrow Key	Snaps your Active Pane to the Left of your screen
Windows Logo Key  + Up Arrow Key	Maximizes your Window
Windows Logo Key  + Down Arrow Key	Restores and/or Minimizes your Window
Windows Logo Key  + C Key	Displays the Charms Bar
Windows Logo Key  + D Key	Displays your Desktop
Windows Logo Key  + E Key	Activates File Explorer for you
Windows Logo Key  + L Key	Locks your computer quickly
Windows Logo Key  +M Key or Windows Logo Key  +Home Key Windows 8 Shake Feature	Minimizes All Active Windows ( +M Key) or Minimizes All Windows, and the others windows minimize! To bring everything back press Shift +  +M Keys together.
Windows Logo Key  + P Key	Projection/Multiple screen settings, i.e. Duplicate, Extend, etc.
ALT + Up Arrow Key or the Up Arrow on your Address Bar	In Windows Explorer move your Address/Explorer bar up one level from your folders and sub-folders
Click and Drag selected file(s) or folder(s)	Moves a File within the same drive OR Copies the File to another drive, such as CD, USB.
CTRL + Click and Drag selected files/folders	Copies a File to another folder within the same drive.
CTRL + ALT + DEL Keys (Control + Alternate + Delete)	The Windows Three Finger Salute – Activates A Menu to quickly perform Actions, such as Locking the Computer, Switching User, etc. BUT most important is going to your Task Manager to view Applications that are not responding or stubborn devices that quit – You may end these tasks from here; you may check your computer's performance, too.
CTRL + Shift + Esc Keys (Control + Shift + Escape)	A New Windows Three Finger Salute – Activates the Task Manager and bypasses the menu activated by CTRL + ALT + DEL.
Esc	Escape – Stops the current operation or command! Use this when something goes “bump” or you say OOPS!
CTRL + Scrolling Wheel	If you have a scrolling wheel on your mouse, you may press your CTRL (Control Key) and with it pressed, roll your scrolling wheel up to increase the size of your screen (in web browsers, Windows, and Office®) or down to decrease the size of your items.