Windows 10: My Favorite Shortcuts	
Keyboard shortcut	**Command**
Windows Key	Opens your Start Menu
ALT Key + Tab Key	Activates your open files – Pressing the ALT key while tapping the Tab key toggles through your open files 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	Opens Task View which provides a pane of open, active apps from which you may select a file in which to work and is very similar to ALT + Tab keys
Right Click the Windows Key on the Desktop OR Windows Key + X Key	Quick frequently used items appear in the short cut menu, items such as Task Manager, Shutdown, File Explorer, Control Panel, Device Manager, etc.
Windows L Key + Right Arrow Key	Snaps your Active Pane to the Right of your screen
Windows Key + Left Arrow Key	Snaps your Active Pane to the Left of your screen
Windows Key + Up Arrow Key	Maximizes your Window
Windows Key + Down Arrow Key	Restores and/or Minimizes your Window
Windows Key + D Key	Displays your Desktop
Windows Key + E Key	Activates File Explorer for you and allows you to open two or more File Explorer Panes
Windows Key + L Key	Locks your computer quickly
Windows Key + P Key	Activates the Project panel to choose your projection/multiple monitor settings
Windows Key + M Key	Minimizes All Active Windows (+ M Key). To bring everything back press Shift + Windows Key + M.
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
Windows Key + T Key	Toggles through your apps on the Taskbar, Pressing the Windows Key and tapping the T key navigates through the apps on the Taskbar.
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.
Windows Key + S	Activates Search for you (Or Cortana in some cases)
Windows Key + A	Opens your Action Center
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.
CTRL + Shift + Esc Keys (Control + Shift + Escape)	A New Windows Three Finger Salute – Activates the Task Manager and bypasses CTRL + ALT + DEL the menu.
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.