



In your professional use of Windows 11, leverage the personalized Start Menu, Widgets for quick information, and Snap layouts for efficient window management. Benefit from Microsoft Teams integration and explore productivity-focused apps in the updated Microsoft Store. Stay organized with the redesigned Taskbar and virtual desktops and optimize navigation with new multitasking keyboard shortcuts. Keep a desktop reference for these shortcuts to enhance your workflow and ensure a productive computing experience on Windows 11.

General Shortcuts

| | |
|------------------------|---------------------------------|
| Windows key | Opens or closes the Start menu. |
| Windows key + D | Shows or hides the desktop. |
| Windows key + L | Locks the computer. |

Taskbar Shortcuts

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|-----------------------------------|---|
| Windows key + T | Cycles through applications on the taskbar. |
| Windows key + (1-9) | Opens or switches to the application on the taskbar in the corresponding position. |
| Windows key + Alt + number | Opens the Jump List for the application on the taskbar in the corresponding position. |

Snap Assist and Virtual Desktops

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|---------------------------------------|---|
| Windows key + Left/Right Arrow | Snaps the current window to the left or right half of the screen. |
| Windows key + Up Arrow | Maximizes the current window. |
| Windows key + Down Arrow | Minimizes or restores the current window. |
| Windows key + Tab | Opens Task View for virtual desktops and running applications. |

Search and Run

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|------------------------|------------------------|
| Windows key + S | Opens the Search menu. |
| Windows key + R | Opens the Run dialog. |

System and Settings

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|------------------------|----------------------------|
| Windows key + I | Opens the Quick Link menu. |
| Windows key + X | Opens the power user menu. |
| Windows key + A | Opens the Action Center. |



Screenshot and Snipping Tool

Windows key + Shift + S Opens the snipping tool for taking screenshots.

Text Editing Shortcuts

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|-----------------|--------------------------------|
| Ctrl + C | Copies selected text. |
| Ctrl + X | Cuts selected text. |
| Ctrl + V | Pastes copied/cut text. |
| Ctrl + Z | Undoes the last action. |
| Ctrl + Y | Redoes the last undone action. |

File Explorer Shortcuts

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|----------------------------|---|
| Alt + D or Ctrl + E | Selects the address bar in File Explorer. |
| Ctrl + Shift + N | Creates a new folder. |

Task Manager

Ctrl + Shift + Esc Opens Task Manager.

Accessibility

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|-------------------------------|-------------------------|
| Windows key + Plus (+) | Opens Magnifier. |
| Windows key + Ctrl + C | Toggles colour filters. |

If you want a comprehensive Windows 11 course: Check out our [Windows 11 Complete Course](#)

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