

Some of the Shortcut Keys Listed below use the Windows key to execute a shortcut key command. The Windows key has the Windows logo on it. This key will be represented by the letters (Win)

## ShortCut Keys Universal In Windows

<b>Snipping bar saves to clipboard</b>	Win + Shift + S	<b>Select emoji</b>	Win + . (period)
<b>Open settings quickly</b>	Win + I	<b>New notifications</b>	Win + A
<b>Talk instead of type or select microphone on touch keyboard</b>	Win + H	<b>Open search</b>	Win + S
<b>Start</b>	Win or Ctr+ Esc	<b>Run dialog box.</b>	Win+R
<b>Return to desktop.</b>	Win+D	<b>Delete right of cursor.</b>	Ctrl+Delete
<b>System properties.</b>	Win+Break	<b>Alternate between active and inactive programs open</b>	Alt+Tab
<b>Find dialog box.</b>	Win+F	$\frac{3}{4}$	Alt+0190
<b>Windows Explorer.</b>	Win+E	$\frac{1}{2}$	Alt+0189
<b>Computer dialog box.</b>	Ctrl+Win+F	$\frac{1}{4}$	Alt+0188
<b>Minimize program working in.</b>	Alt+spacebar+N	<b>Close Internet Explorer, Netscape or Netscape Communicator</b>	Ctrl+W
<b>Maximizes program working in.</b>	Alt+spacebar+X	<b>This will take a snapshot of the screen to the clip board. You may paste in word, spreadsheet, publisher, etc.</b>	Printscreen
<b>Minimize all programs open.</b>	Win+M		
<b>Maximizes all programs previously minimized</b>	Win+Shift+M		
<b>Delete file/email permanently</b>	Shift+Delete	<b>Refresh</b>	F5