Win=

BASIC SHORTCUTS

Copy selected item	Ctrl + C
Cut selected item	Ctrl + X
Paste copied or cut item	Ctrl + V
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Select all items	Ctrl + A
Find in document	Ctrl + F
Save document	Ctrl + S
Open new document	Ctrl + N
Print document	Ctrl + P

CLIPBOARD HISTORY

Clipboard

Be sure to turn on your clipboard history by pressing: + V

You should see an option to Turn On clipboard history.

From now on anytime you want see items that were copied recently just press: + V

You can even sync your clipboard across multiple devices.

ADVANCED SHORTCUTS

Action	Shortcut
Open Start menu	Win
Open Settings	Win + I
Open Action Center	Win + A
Open File Explorer	Win + E
Lock computer	Win + L
Show Desktop / Restore open windows	Win + D
Open Task View	Win + Tab
Switch between open apps	Alt + Tab
Open Task Manager	Ctrl + Shift + Esc
Create a new virtual desktop	Ctrl + Win + D
Close current virtual desktop	Ctrl + Win + F4
Switch between virtual desktops	Ctrl + Win + Left/Right Arrow
Snap window to the left or right	Win + Left/Right Arrow
Snap window to a corner	Win + Left/Right then Win + Up/Down Arrow
Maximize or minimize window	Win + Up/Down Arrow
Open Cortana/Search	Win + S
Rename selected file/folder in File Explorer	F2
Save Screenshot to Pictures\Screenshots	Win + Prt Scr
Cast to a device	Win + K
Open Emoji Panel	Win + ;
Open Voice Typing	Win + H

POWERTOYS

Microsoft PowerToys is a set of free utilities designed to enhance the Windows experience and improve productivity. These utilities offer additional features and customization options not included in the core Windows operating system. Best of all it's free! Just open the Microsoft Store and search "powertoys"

FancyZones: This utility allows you to create custom window layouts for better multitasking. You can arrange open windows into predefined zones, making it easier to organize your desktop and switch between applications.

Once Enabled and Setup, grab a window by the top bar and drag it around while holding the **Shift** key.

Press ⊞ + Shift + ` (The ` key is to the left of the 1 key)

Text Extractor: Text Extractor is a convenient way to copy text from anywhere on screen.

Once Enabled, Press ⊞ + Shift + T

You can draw a box on the portion of your screen with the text you want and then the recognized text is automatically available in your clipboard. Just press Ctrl + V or right click and choose paste.

Color Picker: Color Picker is a utility within Microsoft PowerToys that provides a simple and fast way to identify and capture colors on your screen.

Once Enabled, Press ⊞ + Shift + C

You can activate the Color Picker and select any color displayed on your screen. Once selected, it provides you with the color code in various formats.

Paste Plain Text: This utility is a quick shortcut for pasting the text contents of your clipboard without formatting. Note: the formatted text in the clipboard is replaced with the unformatted text.

Once Enabled, Press ⊞ + Ctrl + Alt + V

Shortcut Guide: Shows a help overlay with Windows shortcuts.

Once Enabled, Press ⊞ + Ctrl + Alt + V

Always On Top: Always On Top is a quick and easy way to pin windows on top.

Once Enabled, Press ⊞ + Ctrl + T

Image Resizer: This tool adds a context menu option that lets you quickly resize images in File Explorer. You can batch resize multiple images at once, making it a great productivity tool for working with large sets of images.

File Explorer Add-ons: This utility enhances the File Explorer with features like previewing SVG files and Markdown files directly within the file preview pane.

Keyboard Manager: This tool allows you to remap your keyboard keys and create custom shortcuts. This can help improve productivity by customizing your keyboard layout to better suit your needs and preferences.