

Quick Access-Windows Functionality

A combination of the Windows Logo Key and keys on the keyboard allows you to move around the keyboard without using a mouse or other pointing device. The Windows Logo Key is located to the left of the Space Bar. The table below provides a list of some of these key combinations.

| Key Combination | Description |
|--|--|
| Windows Logo Key | This key is used to open or close the Start menu. |
| Windows Logo Key + Pause | Use this key combination to display the System Properties window. |
| Windows Logo Key + D | To display the desktop, use this key combination. |
| Windows Logo Key + M | This key combination is used to minimize all open windows. |
| Windows Logo Key + Shift + M | Use this key combination to restore all minimized windows to the desktop. |
| Windows Logo Key + E | To open the Computer window, use this key combination. |
| Windows Logo Key + F | This key combination can be used to search for a file or folder. |
| Windows Logo Key + L | To lock your computer or switch users, use this key combination. |
| Windows Logo Key + T | Use this key combination to cycle through open programs on the computer. When cycling through the programs, the icons on the Taskbar will display the open program. |
| Windows Logo Key + Number | This key combination can be used to start a program that is pinned to the Taskbar. The number indicates the position of the program icon on the Taskbar. If the program is already running, pressing this key combination will switch to that program. |
| Shift + Windows Logo Key + Number | To start a new instance of a program that is pinned to the Taskbar, use this key combination. The number indicates the position of the program icon on the Taskbar. |
| Ctrl + Windows Logo Key + Number | Use this key combination to switch to the last active window of a program pinned to the Taskbar. The number indicates the position of the program icon on the Taskbar. |
| Alt + Windows Logo Key + Number | This combination of keys will open the Jump List for the program that is pinned to the Taskbar. The number indicates the position of the program icon on the Taskbar. |
| Windows Logo Key + Spacebar | To preview the desktop, use this key combination. |
| Windows Logo Key + Up Arrow | Use this key combination to maximize a window. |
| Windows Logo Key + Left Arrow | This key combination is used to maximize a window on the left side of the screen. |
| Windows Logo Key + Right Arrow | Use this key combination to maximize a window on the right side of the screen. |
| Windows Logo Key + Down | To minimize a window, use this key combination. |
| Windows Logo Key + Home | When this key combination is used, all the open windows will be minimized except the active window. |

| Key Combination | Description |
|---|---|
| Windows Logo Key + Shift + Up Arrow | To stretch an active window to the top and bottom of the screen, use this key combination. |
| Windows Logo Key + Shift + Right Arrow or Left Arrow | This key combination is used to move a window from one monitor to another. |
| Windows Logo Key + P | Use this key combination to choose a presentation display mode. The options are Computer Only, Duplicate, Extend, and Projector Only. |
| Windows Logo Key + U | This key combination is used to open the Ease of Access Center. This center is used to set options for people with special needs. |