🖥️ Windows 11 Keyboard Shortcuts Cheat Sheet

Hello!

Here are some handy **Windows 11 keyboard shortcuts** that can really boost your productivity. You can use **Alt + Tab** to quickly switch between open windows, and **Windows + Shift + S** to capture parts of my screen with the Snipping Tool — super useful!

Keep in mind that the Windows key might look a little different depending on your keyboard.

Whether you're multitasking, capturing a screenshot, or just trying to save a few clicks, these shortcuts can help. ✨

🕛 General Shortcuts

Shortcut	Description
Alt + Tab	Quickly switch between open windows and apps
Windows + D	Show the desktop (minimize all windows); press again to restore
Windows + L	Lock your PC instantly
Windows + E	Open File Explorer
Windows + I	Open Settings
Windows + A	Open the Quick Settings menu (Wi-Fi, Bluetooth, Brightness, etc.)
Windows + S	Open Search to find apps, files, or web content
Windows + V	Open Clipboard history (must be enabled in settings)
Windows + Shift + S	Launch Snipping Tool for screen capture
Windows + . (period)	Open the emoji picker
Ctrl + Shift + Esc	Open Task Manager directly
Alt + F4	Close the current window or app; on desktop, opens shutdown dialog
Windows + M *(Optional)*	Minimize all windows

| Windows + Shift + M *(Optional)* | Restore all minimized windows |
| Windows + P *(Optional)* | Open display/project options (e.g., duplicate, extend) |

🧑‍💻 Virtual Desktops

Use these to organize different sets of windows by task or project.

Shortcut	Description
Windows + Ctrl + D	Create a new virtual desktop
Windows + Ctrl + Left/Right	Switch between virtual desktops
Windows + Tab	Open Task View to manage desktops and apps

🔲 Snap Window Shortcuts

Perfect for multitasking and organizing your screen.

Shortcut	Description
Windows + Left Arrow	Snap the window to the left half of the screen
Windows + Right Arrow	Snap the window to the right half of the screen
Windows + Up Arrow	Maximize or snap to the top half (if already snapped left/right)
Windows + Down Arrow	Minimize or snap to bottom half (if already snapped)
Windows + Z	Open the Snap Layouts menu for advanced snapping options

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✨ **Pro Tip:** Learning just a few shortcuts can save you time every single day. Try practicing two or three at a time to make them second nature.

📌 *Created to help our team work smarter, not harder!*