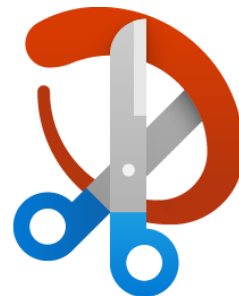


Windows 10 Tips and Tricks



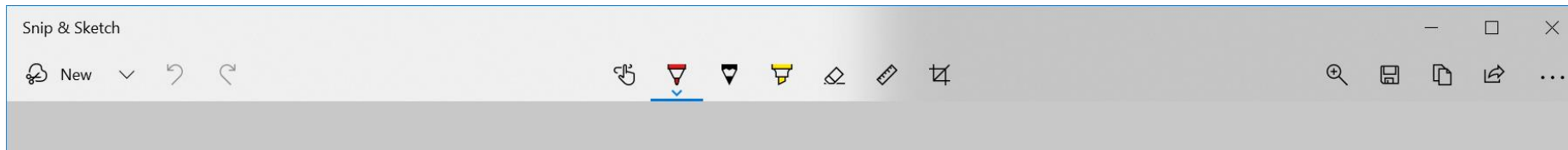
Taking screenshots and screen snips

- Super easy way: press the 'Print Screen' button on your keyboard. This will capture your whole screen and save the image on the clipboard – just paste it where you want it.
- Capture just the active window: press 'Alt + Print Screen' together.
- Save the image automatically: press 'Win + Print Screen' together. The image is saved to your Pictures > Screenshots folder
- Custom snips: press 'Win + Shift + S' to open the Snip and Sketch app (or open it from the Start menu).



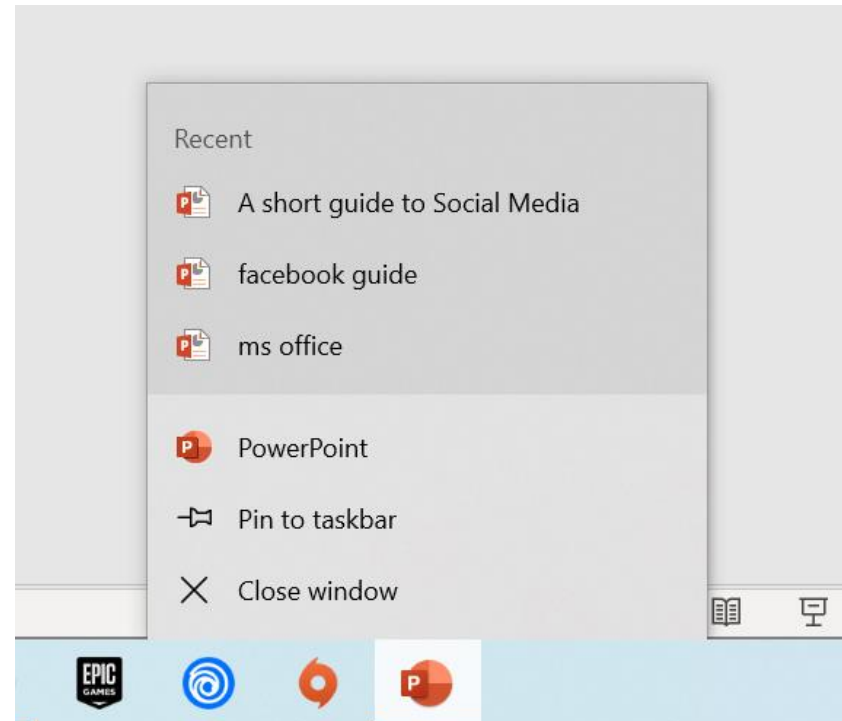
Snip and Sketch

- Create rectangular, free form, window snips and full screen snips.
- Annotate what you have snipped.
- Save, copy or share the results.
- It is also possible to snip after a short delay (3 s or 10 s).



Taskbar jump lists

- Right click an item on your taskbar to see the jump list.
- Access frequent or recent items quickly.
- Also access useful tasks, depending on the app.



Window snap and shake

- Drag a window to one side of the screen to 'snap' it in place – great for multitasking.
- Also press 'Win + Left arrow' or 'Win + Right arrow'.
- Drag a window into a corner to 'snap' it to one quarter of the screen.
- Grab a window and 'shake' it side to side to quickly hide all other windows.

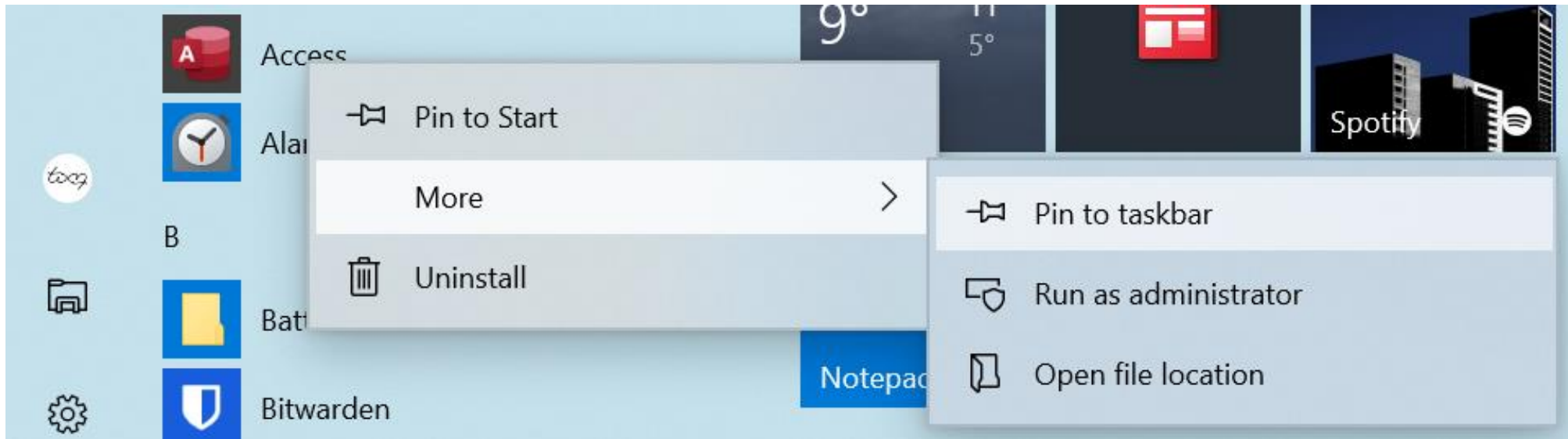
Search and Cortana

- Search for anything using the search box on your taskbar – search your computer and the web.
- Ask Cortana for help: press ‘Win + C’ (you will have to enable Cortana and the shortcut in the settings app).



Pin to Start and Pin to Taskbar

- Right click an app shortcut and select 'pin to start' to create a tile on your Start menu for easy access.
- Select 'pin to taskbar' for even easier access.



Virtual desktops and multitasking

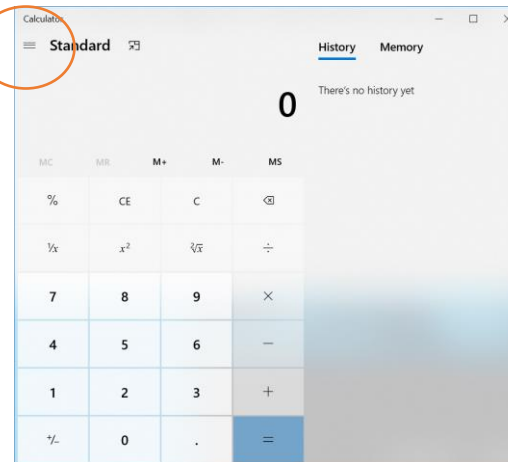
- Click 'task view' or press 'Win + Tab' to open task view.
- Scroll through recently opened apps and files.
- Click 'new desktop' to create a fresh new workspace, without losing your current desktop – you can still switch between them any time.
- Hold 'Alt' and press 'Tab' to open task switcher – keep pressing 'Tab' to cycle through currently open windows, release 'Alt' to switch to the highlighted window quickly.



Calculator

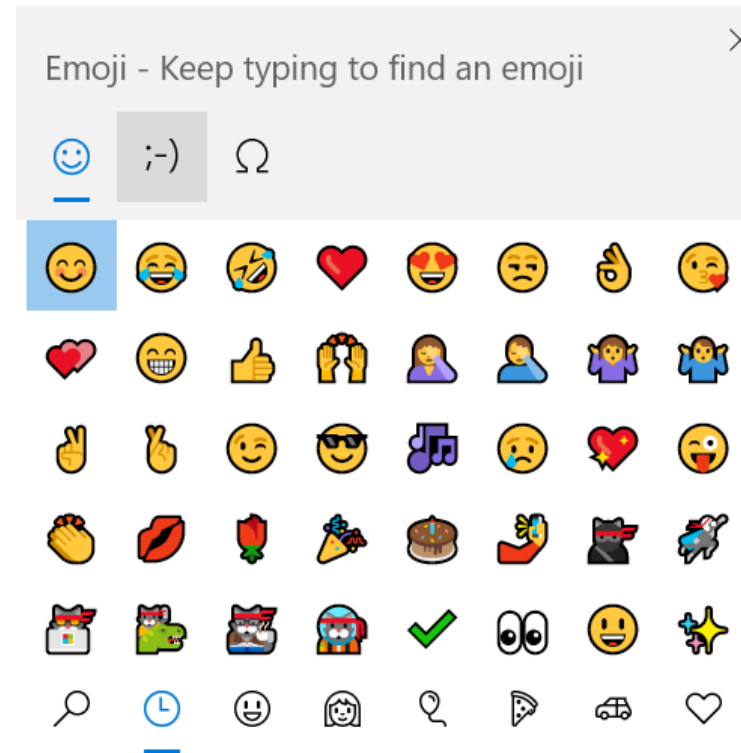
- Calculator has several modes: standard, scientific, graphing and programmer.
- It can also calculate the difference between two dates, and convert many common quantities: volume, length, weight etc.
- It can also convert currency using the latest online rates.

Switch modes



Typing emojis

- Press 'Win + . (period)' to open the emoji panel.
- Have fun!



Shortcut keys

- Ctrl + C: copy
- Ctrl + V: paste
- Ctrl + X: cut (copy and delete)
- Ctrl + Z: undo
- Ctrl + Y: redo
- Ctrl + A: select all
- Alt + F4: close the current app
- Win + L: lock your PC
- [Many more!](#)