|  |
| --- |
| Metro App and Start Page Shortcuts |
| **Keyboard** | **Shortcut Result** | **Mouse** | **Touch** |
| Win | Open Start Page or Last App (alternating). | Hover bottom left corner -> click corner (repeat). | Swipe from right edge in -> Start. |
| Win + Tab(release Tab, repeat) | Open next App (rotate through Metro Apps, Desktop is one App). | Hover top left corner -> click corner (repeat). | Swipe from left edge in then out -> App. Or swipe from left edge in. |
| Win + Tab (release Tab, repeat), Delete | Close a background App. | Hover top left corner then down -> right click App -> Close. | Swipe from left edge in then out -> drag App all the way to bottom of screen. |
| Alt + F4 | Close active App. | Hover top middle -> click and drag app all the way to the bottom. | Swipe from top edge all the way to the bottom. |
| Win + Z | Open the App commands bar. | In App, right-click open space. On Start, right-click a Tile. | Swipe from bottom edge or top edge. |
| Win + . (requires 1366x768 resolution) | Snap App right. Move the split to the right. (Desktop is a single App.) | Hover top edge, click and drag app to right.Or select split line, drag right. | Swipe from top edge, drag app to right. Or select split line, drag right. |
| Win + Shift + . | Snap App left. Move the split to the left(Desktop is a single App.) | Hover top edge, click and drag app to left. Or select split line, drag left. | Swipe from top edge, drag app to right. Or select Split line, drag left. |
| Ctrl + - | On ­Start Page, Zoom Out. | Hover bottom right corner -> click corner (Summary View icon.) Or Ctrl + Scroll wheel down. | Pinch in. |
| Ctrl + = | On ­Start Page, Zoom back In. | Click open area. Or Ctrl + Scroll wheel down. | Pinch out. |
| Ctrl + Alt + Del | Access to Lock, Switch User, Sign out, Change a password, Task Manager, Ease of Access, and Power down choices. | Alternatives: Start Page -> [User] -> Lock, Sign Out, or Switch Account. Hover bottom left corner -> right click -> Task Manager. Hover top right corner then down -> Settings -> Power | Hold Win button and press Power button. |
| PgDn | Move Start page tiles to the left. | Scroll wheel down. | Slide left. |
| PgUp | Move Start page tiles to the right. | Scroll wheel up. | Slide right. |
| Arrows, Space, Tab | Move active tile, Select, move Focus | Move mouse, right-click Tile(s), click command | Swipe tile(s), tap command. |
| Metro Charm Shortcuts |
| **Keyboard** | **Shortcut Result** | **Mouse** | **Touch** |
| Win + C | Open Charms (also shows Date/Time/Power/Net). | Hover top right corner then move down. | Swipe from right edge. |
| Win + F | Open Search Charm on Files. | Hover top right corner -> Search -> Files. | Swipe from right edge -> Search -> Files. |
| Win + W | Open Search Charm on Settings. | Hover top right corner -> Search -> Settings. | Swipe from right edge -> Search -> Files. |
| Win + Q | Open Search Charm on Active App(on right side only if supported by App). | Hover top right corner -> Search. | Swipe from right edge -> Search. |
| Typing on Start Page | Search Apps. | Hover top right corner -> Search. | Swipe from right edge -> Search. |
| Win + H | Open Share Charm. | Hover top right corner -> Share. | Swipe from right edge -> Share. |
| Win + I | Open Settings Charm (plus Start Settings and Metro Help). | Hover top right corner -> Settings. | Swipe from right edge -> Settings. |
| Win + K | Open Devices Charm. | Hover top right corner -> Devices. | Swipe from right edge -> Devices. |
| Desktop Shortcuts |
| **Keyboard** | **Shortcut Result** | **Mouse** | **Touch** |
| Win + D | Show Desktop. | Click Desktop tile. | Start page -> Desktop tile. |
| Win + E | Open Windows Explorer. | Click Explorer tile. | Start page -> Explorer tile. |
| Win + I | Open Settings Charm (plus Control Panel, Personalization, PC Info, and Desktop Help). | Hover top right corner -> Settings. | Swipe from right edge -> Settings. |
| Win + X | Open Desktop quick menu (it’s like a mini Start Menu!) | Hover bottom left corner -> right click. |  |
| Win + R | Open Run Dialog. | Hover bottom left corner -> right click -> Run.  |  |
| Win + T | Cycle through Desktop apps on the Taskbar | Hover bottom left corner -> right click -> click -> Hover across Taskbar -> click. | Start page -> Desktop tile -> Taskbar app |
| Alt + Tab(release Tab, repeat) | Open next App (rotates through Apps, Desktop apps each have one place in rotation). | Hover bottom left corner -> right click -> click -> Hover across Taskbar -> click. | Start page -> Desktop tile -> Taskbar app |
| Alt + 1 to 9 | Open the pinned Taskbar application | Hover bottom left corner -> right click -> click -> Hover across Taskbar -> click. | Start page -> Desktop tile -> Taskbar app |
| Other Shortcuts |
| **Keyboard** | **Shortcut Result** | **Mouse** | **Touch** |
| Win + L | Lock Computer. | Start Page -> [User] -> Lock. | Start Page -> [User] -> Lock. |
| Win + P | Second screen options. | Hover top right corner then move down -> Devices -> Second screen. | Swipe from right edge -> Devices -> Second screen. |
| Win + , | Desktop peek (to see notifications I believe) |  |  |
| Win + O | Lock screen rotation (if PC detects this) |  |  |
| Win + V | Cycle through toasts. |  |  |
| Win + Shift + V | Cycle through toasts in reverse. |  |  |
| Win + U | Ease of Access Center | Hover bottom left corner -> right click -> Control Panel -> Ease of Access -> Ease of Access Center |  |
| Win + Enter | Launch Narrator. |  |  |
| Win + = | Magnifier, Zoom In. |  |  |
| Win + - | When Magnified, Zoom Out. |  |  |
| Internet Explorer Shortcuts |
| Ctrl + Tab | Cycle through open Tabs | Right-click an empty area -> Tab | Swipe from top edge -> Tab |
| Ctrl + Shift + P | Open an InPrivate Tab | Right-click an empty area -> (+) | Swipe from top edge -> (+) |
| Ctrl + T | Open a new Tab | Right-click an empty area -> 3 dots -> InPrivate | Swipe from top edge -> 3 dots -> InPrivate |
| Ctrl + F4 | Close the active Tab | Right-click an empty area -> Tab (x) | Swipe from top edge -> Tab (x) |
| TabShift + TabEnter | Move forward through items on a Web page.Move backwards.Activate the selected item. | Click the item you want. | Tap the item you want. |
| Ctrl + P | Print page. |  |  |
|  | View page on Desktop IE (good for opening pages with Adobe Flash). | Right-click an empty area -> Page tools -> View on the Desktop |  |
| Ctrl + LAlt + D | Open Address bar (includes frequent and pinned pages). |  |  |
| Backspace | Go back to previous Web page | Move mouse to mid-left edge -> Click back. | Slide right. |
| Shift + Backspace | Go forward to previous Web page | Move mouse to mid-right edge -> Click forward. | Slide left. |