
Keyboard Shortcuts

Keyboard shortcuts can boost your productivity if your daily job relies heavily on using Windows.

They don't just get the work done quickly, but also improves the efficiency.

Give them a try and you just might find yourself getting addicted to keyboard shortcuts.

Window Shortcuts

Snapping window: Windows key + Left or Right

Switch between open windows: Alt + Tab

Lock Screen: Windows Logo+L

Show Desktop: Windows Logo+D

Open File Explorer: Windows Logo+E

Copy: Ctr+C

Paste: Ctrl+V

Undo: Ctrl+Z

Print: Ctrl+P

Find: Ctrl+F

Outlook Shortcuts

Create new Email: Ctrl=N

Send Email: Ctrl+Enter

Switch to Mail: Ctrl+1

Switch to Calendar: Ctrl+2

Switch to Contacts: Ctrl+3

Switch to Tasks: Ctrl+4

Switch to Notes: Ctrl+5