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keyboard shortcuts also called hotkeys or key combinations are keys you press on your keyboard to quickly perform an action that would otherwise require a mouse click or several menu navigations for example pressing ctrl c will copy text and alt f4 will close a window

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in windows 10 pressing the ctrl shift esc keys simultaneously opens the task manager in gmail pressing the j key will quickly scroll you down through your list of emails settings must be enabled in safari pressing command n simultaneously will instantly open a new tab with a blank page

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ctrl y redo an action alt tab switch between open windows or apps while many of these may be familiar to you if they re not already part of how you interact with windows 11 apps and programs they may make a huge difference

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you can use key press combinations to perform common tasks in windows the windows key on your keyboard is labeled with a windows flag icon and is used in many key press combinations get help about the software or app that is currently active for help with windows press f1 while on the windows desktop

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1 open powertoys and enable keyboard manager image future first up open powertoys and select keyboard managers from the menu on the left it should be on by default but if it isn t

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to use a keyboard shortcut press and hold one or more modifier keys and then press the last key of the shortcut for example to use command c copy press and hold the command key then the c key then release both keys mac menus and keyboards often use symbols for certain keys including modifier keys command or cmd shift

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windows key a keyboard shortcut opens the quick settings flyout the quick settings is part of the new action center experience that now breaks the interface into two flyouts quick settings

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to use a keyboard shortcut press all the keys in the shortcut at the same time shortcuts for common commands are listed in the table below for information about viewing creating and managing shortcuts see intro to the command editor in final cut pro for mac application editing effects general marking organization

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