**Windows 10 keyboard shortcuts**

Keyboard shortcuts are keys or combinations of keys that provide an alternate way to do something you'd typically do with a mouse.

* Here are several common keyboard shortcuts:
	+ Copy: **Ctrl** + **C**
	+ Cut: **Ctrl + X**
	+ Paste: **Ctrl** + **V**
	+ Maximize Window:**F11** or **Windows logo key**  + **Up Arrow**
	+ Task View: **Windows logo key**  + **Tab**
	+ Switch between open apps: **Windows logo key**  + **D**
	+ Shutdown options: **Windows logo key**  +**X**
	+ Lock your PC: **Windows logo key**  + **L**
* Depending on your hardware, you may use**Windows logo key** + **PrtScn** to take a screenshot, or use **Fn**+ **Windows logo key** +**Space Bar** or **Windows logo key + Shift + S**