**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**