

CONVERGENCE

TECHNOLOGY UNDER CONTROL

Top Windows Shortcuts

Ctrl + C	Copy the selected item
Ctrl + X	Cut the selected item
Ctrl + V	Paste the selected item
Ctrl + Z	Undo an action
Alt + Tab	Switch between open apps
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
Windows logo key + D	Display and hide the desktop

Leaving your PC unattended?

Windows logo key + L	Lock your PC or switch accounts
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Windows 10 Virtual Desktops

Virtual desktops allow you to have multiple copies of your desktop.

Each desktop is able to display a unique set of open apps.

Example: If you are working on a variety of client projects, you can have a virtual desktop for each client.

These desktops can then be customised for the requirements of each project.

Windows logo key + Ctrl + D	Add a virtual desktop
Windows logo key + Ctrl + Left / Right	Switch to previous or next desktop
Windows logo key + Ctrl + F4	Close the current desktop