

| Manage Actions & Programs              |  | Arrange & Select & Move Windows      |                                     |
|--|--|--------------------------------------|-------------------------------------|
| [Windows]                              | Open or close the Start menu   | [Windows] + [D]                      | Display the des                     |
| [Windows] + [E]                        | Start Windows Explorer; path "Computer"                                      | [Windows] + [M]                      | Minimize all wir                    |
| [Windows] + [R]                        | Open the "Run" command dialog box  | [Windows] + [←] / [→]                | Minimize windo                      |
| [Windows] + [Pause]                    | Display the System Properties  | [Windows] + [↑] / [↓]                | Maximize / mini                     |
| [Windows] + [L]                        | Lock the keyboard / computer   | [Windows] + [1] .. [9]               | Activates windo<br>(+ [Shift] = new |
| Access Menu Bar                        |  | [Windows] + [T]                      | Cycle through p<br>backward)        |
| [Alt]                                  | Activates the menu bar of the program  | [Windows] + [B]                      | Activates the ta                    |
| [Alt] + underlined letter              | Perform the menu item / command  | Left mouse button + [Shift]          | Starts a new in:<br>taskbar         |
| Select running Programs / Applications |  | Left mouse button + [Shift] + [Ctrl] | ... in administra                   |
| [Alt] + [Tab]                          | Switch between open tasks / programs (+ [Shift] backwards)                   |                                      |                                     |
| [Alt] + [Esc]                          | See above, but cycles directly through running programs (+ [Shift] backward) |                                      |                                     |



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