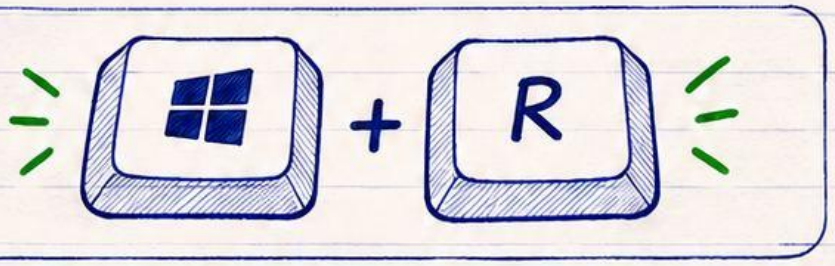
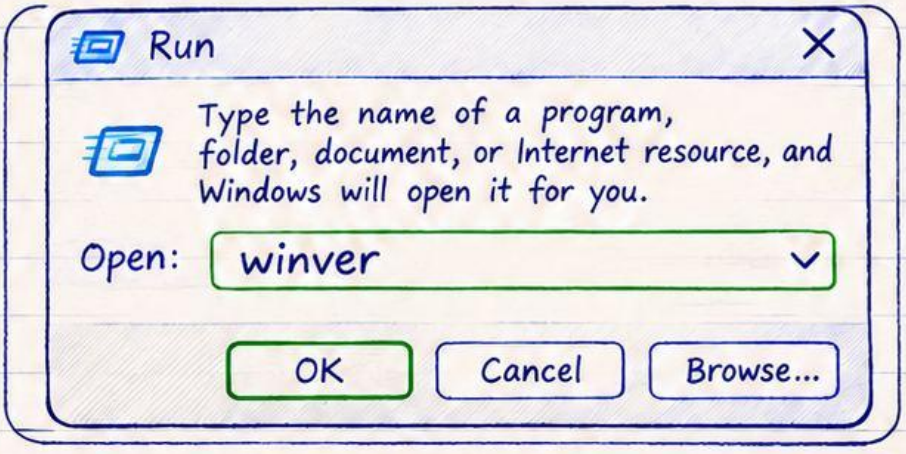
ZainSpire

WINDOWS SHORTCUTS & SMART SETTINGS

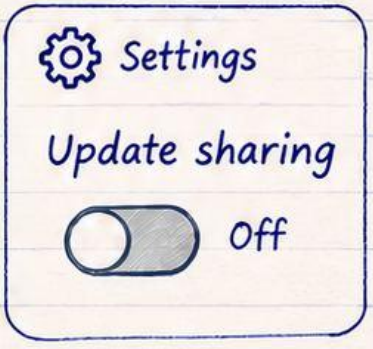
10-page practical guide

- Daily keys
- Files & browser
- Win + R commands
- Save internet data
- A smoother PC









Less clicking. More control.

Windows 11 focused • Windows 10 notes where useful

02 / 10 — EVERYDAY KEYS & TEXT EDITING

READ THE KEYS

- Win = Windows logo key. Hold the keys joined by + together.
- On some laptops, F-keys and PrtScn also need Fn.

EVERYDAY WINDOWS

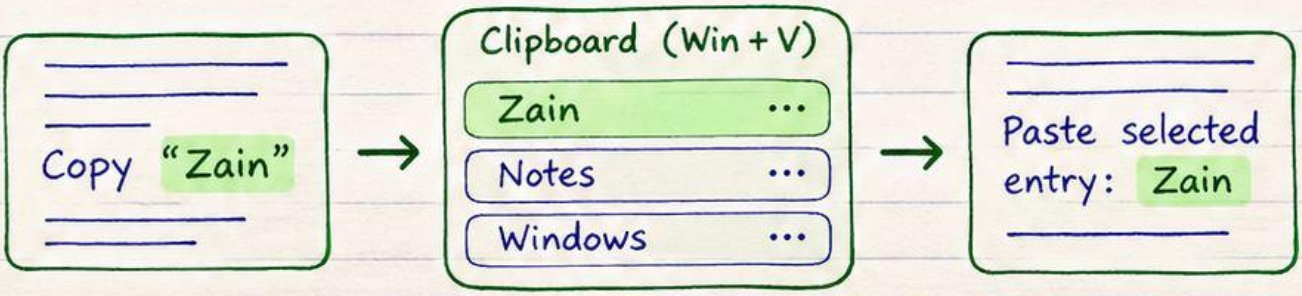
Win	→ Start menu; type to search.
Win + I	→ Settings
Win + E	→ File Explorer
Win + R	→ Run
Win + L	→ lock your PC
Win + D	→ show / hide desktop
Ctrl + Shift + Esc	→ Task Manager
Alt + F4	→ close active window

TEXT TOOLKIT

Ctrl + C / X / V	→ copy / cut / paste
Ctrl + A	→ select all
Ctrl + Z	→ undo
Ctrl + Y	→ redo in many apps
Ctrl + S	→ save
Ctrl + F	→ find
Ctrl + Left / Right	→ move by word
Ctrl + Shift + Left / Right	→ select by word
Home / End	→ start / end of line
Ctrl + Home / End	→ start / end of document

CLIPBOARD HISTORY

- Win + V → turn on history if prompted, then choose a copied item.
- Ctrl + Shift + V → paste plain text in supporting apps.



PRACTISE

- In Notepad: type a sentence → select one word → copy → paste → undo → save.

(!) Shortcuts depend on the active app. Save work before closing it.

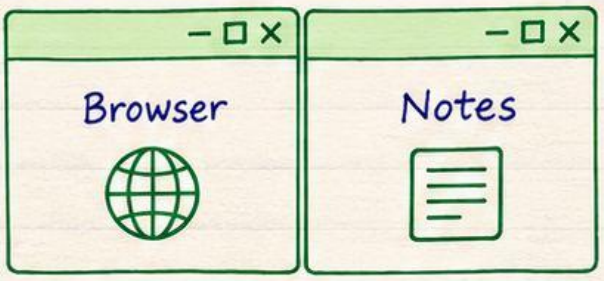
Ref: Microsoft Support — Windows shortcuts / Clipboard

03 / 10 — SWITCH WINDOWS & ORGANIZE WORK

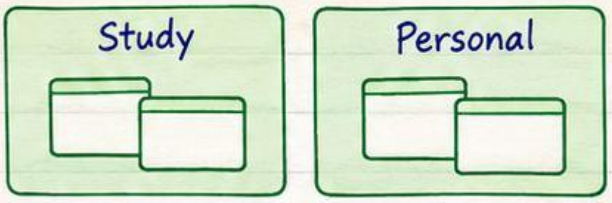
SWITCH & SNAP

Alt + Tab	→ switch open windows
Alt + Shift + Tab	→ switch backward
Win + Tab	→ Task View
Win + Left / Right	→ snap window to a side
Win + Up	→ maximize
Win + Down	→ restore / minimize, depending on state
Win + Z	→ Snap layouts in Windows 11
Win + Shift + Left / Right	→ move window between monitors
Win + P	→ display / projection options

DRAW THE DIFFERENCE



Snap arranges windows on one desktop.



Virtual desktops organize groups of windows.

VIRTUAL DESKTOP KEYS

Win + Ctrl + D	→ new desktop
Win + Ctrl + Left / Right	→ switch desktops
Win + Ctrl + F4	→ close current desktop

✓ Closing a desktop moves its windows to another desktop; it does not close the apps.

PRACTICE FLOW

1. Open browser and notes.
2. Snap them left and right.
3. Create a second desktop.
4. Switch back to the first.

REMEMBER

✗ Virtual desktops are not separate user accounts or security boundaries.

✗ Extra desktops do not add RAM or speed up running apps.

Ref: Microsoft Support — Windows shortcuts

04 / 10 — FILE EXPLORER & BROWSER KEYS

FILE EXPLORER

- F2 → rename selection
- Ctrl + Shift + N → new folder
- Alt + Enter → selection properties
- Alt + Up → parent folder
- Alt + Left / Right → back / forward
- Ctrl + L → address bar
- Ctrl + N → new Explorer window
- Ctrl + W → close current tab / window
- Ctrl + T → new tab, in Windows 11 Explorer

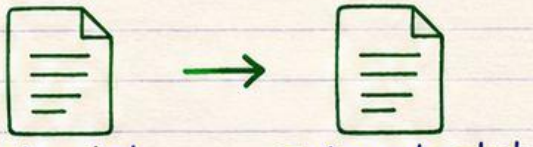
- Copy files: Ctrl + C → open destination → Ctrl + V.
- Move files: Ctrl + X → open destination → Ctrl + V.

- Delete normally uses Recycle Bin where supported.
- Shift + Delete bypasses it: avoid for everyday cleanup.

BROWSER — EDGE / CHROME

- Ctrl + T → new tab
- Ctrl + Shift + T → reopen closed tab
- Ctrl + W → close tab
- Ctrl + Tab → next tab
- Ctrl + Shift + Tab → previous tab
- Ctrl + L → address bar
- Ctrl + D → bookmark page
- Ctrl + J → downloads
- Ctrl + H → history
- Ctrl + R → reload
- Ctrl + Plus / Minus → zoom
- Ctrl + 0 → reset zoom

File example: rename "notes.txt" to "Zain-notes.txt".



Zoom (browser)



Ctrl + Plus → zoom in

Ctrl + Minus → zoom out

Ctrl + 0 → reset zoom

SMART HABIT

- Choose the right window first: the same shortcut can do different jobs.
- Do not change a file extension unless you mean to change how it is recognized.

Ref: Microsoft Support — Windows / Edge shortcuts

05 / 10 — SCREENSHOTS, CLIPBOARD & SHARING

CHOOSE THE RIGHT CAPTURE

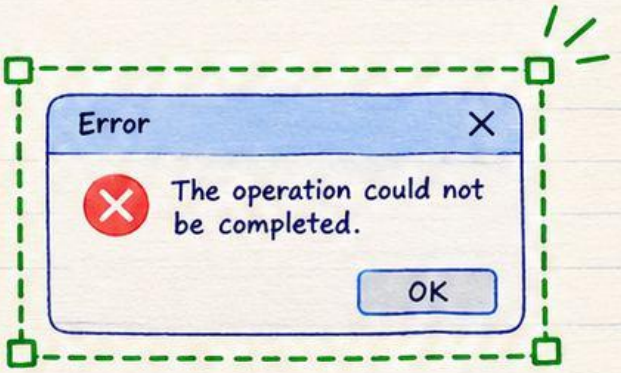
Win + Shift + S	→ select a screen area with Snipping Tool.
Alt + PrtScn	→ active window to clipboard.
Win + PrtScn	→ full screen saved as an image.
PrtScn alone	→ behavior depends on the keyboard and Windows setting. Some keyboards need Fn with PrtScn.

WHERE DID IT GO?

- Clipboard capture → Ctrl + V in a compatible app.
- Win + PrtScn files normally appear in Pictures > Screenshots; folder redirection can change the location.
- Snipping Tool may auto-save, depending on its settings.
- Open the capture and use Save as when you need a chosen name/location.

FOUR-STEP EXAMPLE

1. Win + Shift + S
2. Select only the error message.
3. Open the snip to annotate or save.
4. Share the relevant image.



USEFUL EXTRAS

Win + V	→ clipboard history
Win + .	→ emoji panel
Win + H	→ voice typing where supported

BEFORE SHARING

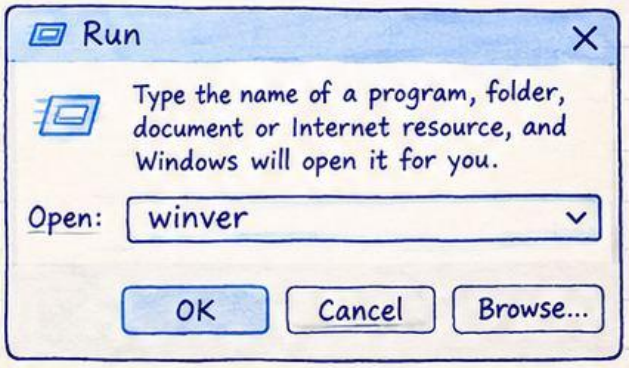
- Hide passwords, private chats and account details.
- Crop irrelevant areas; keep the message readable.
- Clipboard history can retain sensitive copied items; clear them when finished.

Ref: *Microsoft Support — Snipping Tool / Clipboard*

06 / 10 — WIN + R: EVERYDAY COMMANDS

HOW RUN WORKS

- Press Win + R → type one command → Enter.
- It can open an app, folder, web address or settings page.
- Type commands exactly; do not add the table headings.



APPS & BASIC TOOLS

notepad	→ Notepad
calc	→ Calculator
mspaint	→ Paint
explorer	→ File Explorer
control	→ Control Panel
cmd	→ Command Prompt
powershell	→ Windows PowerShell
wt	→ Windows Terminal, if installed
taskmgr	→ Task Manager
winver	→ Windows version and build

USEFUL FOLDERS

%userprofile%	→ your user folder
%temp%	→ your temporary-files folder
%appdata%	→ roaming app data
%localappdata%	→ local app data
shell:startup	→ current user's Startup folder
shell:downloads	→ Downloads folder

QUICK EXAMPLE

Win + R → %userprofile% → Enter

Result: your own user folder opens; no username needs to be guessed.

READ BEFORE YOU RUN

- Opening a folder does not clean it.
- Do not delete AppData folders to "speed up" Windows.
- Run is a launcher, not a list of harmless magic commands.
- Do not paste scripts supplied by an untrusted website.
- Some apps or commands may be unavailable on managed PCs.

Ref: Microsoft Support — System configuration tools

07 / 10 — WIN + R: SETTINGS & SYSTEM TOOLS

SETTINGS SHORTCUTS

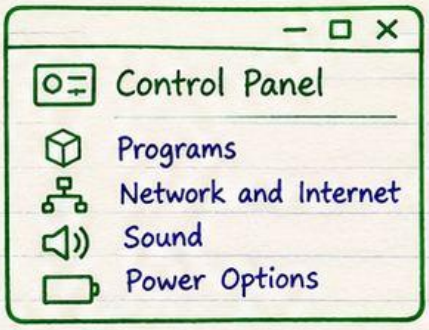
ms-settings:	→ Settings home
ms-settings:display	→ Display
ms-settings:appsfeatures	→ installed apps settings
ms-settings:startupapps	→ Startup apps
ms-settings:storagesense	→ Storage
ms-settings:network-wifi	→ Wi-Fi
ms-settings:datausage	→ Data usage
ms-settings:windowsupdate	→ Windows Update
ms-settings:delivery-optimization	→ update-sharing settings



Type the whole ms-settings: command on one line.

CONTROL PANELS

appwiz.cpl	→ classic uninstall-programs list
ncpa.cpl	→ network adapters
mmsys.cpl	→ classic sound controls
powercfg.cpl	→ power plans
sysdm.cpl	→ System Properties
cleanmgr	→ Disk Cleanup; review before deleting



INFO & DIAGNOSTICS

msinfo32	→ detailed system information
dxdiag	→ DirectX / display / sound information
resmon	→ Resource Monitor
perfmon /rel	→ Reliability Monitor timeline
devmgmt.msc	→ Device Manager
diskmgmt.msc	→ Disk Management
services.msc	→ Services console



USE THESE WITH A PURPOSE

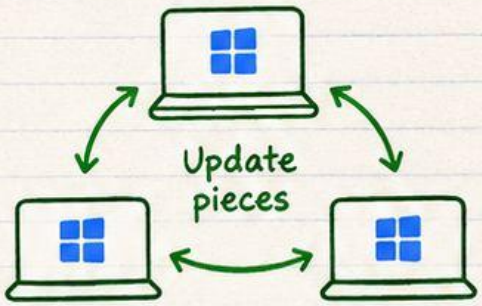
- Start with information tools when diagnosing a problem.
- Do not disable random services or format disks as a speed tip.
- Some changes require administrator approval.
- Settings names and available pages vary by Windows version.

Ref: Microsoft Learn — Settings URIs; Microsoft Support — System tools

08 / 10 — STOP SHARING UPDATES WITH OTHER PCs

THE FEATURE: DELIVERY OPTIMIZATION

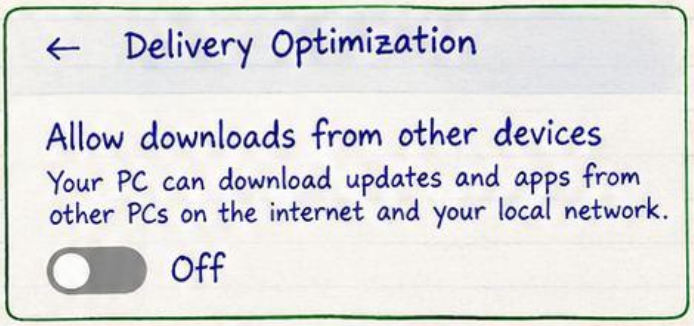
- Windows can exchange pieces of updates and Store apps with other PCs.
- This may use your internet upload bandwidth.
- It shares update content, not your personal documents.



WINDOWS 11: TURN PEER SHARING OFF

1. Win + I → Windows Update.
2. Open Advanced options.
3. Open Delivery Optimization.
4. Turn "Allow downloads from other devices" OFF.

- Some versions say "Allow downloads from other PCs".



FAST ROUTE

Win + R

```
ms-settings:delivery-optimization
```

WINDOWS 10 PATH

- Settings → Update & Security → Delivery Optimization.
- Turn "Allow downloads from other PCs" Off.

WHAT CHANGES?

- Other-PC downloads and uploads stop.
- Microsoft updates and Store downloads still work.
- Choosing "local network only" keeps sharing with nearby PCs; Off stops peer sharing altogether.

CHECK THE RESULT

- Open Activity monitor to review monthly transfer totals.
- Past usage will not disappear when you switch Off.
- If the toggle is grey and managed by your organization, contact its IT administrator.

IMPORTANT

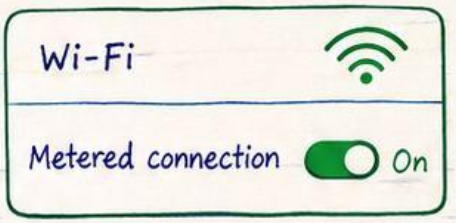
- You do not need to disable Windows Update or its services.
- Windows 10 standard support ended in October 2025; supported editions / ESU arrangements differ.

Ref: Microsoft Support — Delivery Optimization / Privacy

09 / 10 — SAVE DATA ON A MOBILE HOTSPOT

1. MARK THE NETWORK AS METERED

- **Windows 11:**
  Settings -> Network & internet -> Wi-Fi -> your connected network's properties -> Metered connection On.
- **For Ethernet:**
  Network & internet -> Ethernet -> Metered connection On.
- This applies to the selected network.
- Metered mode reduces some background activity; it is not a complete internet block.



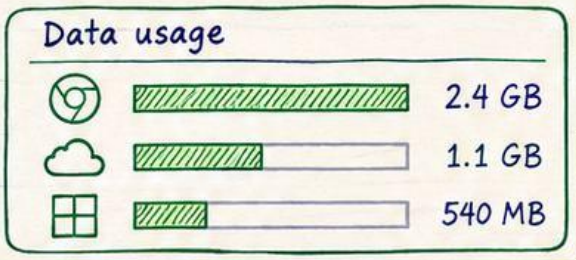
2. CHECK WINDOWS UPDATE

- Windows Update -> Advanced options.
- Keep "Download updates over metered connections" Off when conserving data.
- Some priority updates may still download.
- Plan normal updates when affordable data is available.



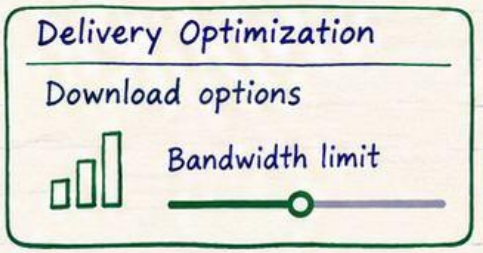
3. FIND THE BIG USERS

- Win + R -> ms-settings:datausage
- Review app usage for the selected connection.
- Windows' figures may differ from your mobile provider's billing.



4. LIMIT BACKGROUND TRANSFERS

- Delivery Optimization -> Download options, or Advanced options on older layouts.
- Set a bandwidth limit if needed.
- These limits do not cap every app or all manually started downloads.
- Pause large cloud syncs, game updates or downloads through their own apps, then resume later.



BE CLEAR ABOUT THE TWO SETTINGS

Peer sharing Off = stops sharing update pieces with other PCs.

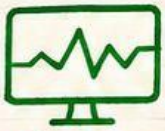
Metered On = asks Windows and supporting apps to conserve data.

Neither is a guaranteed zero-data switch.

Ref: Microsoft Support — Metered connections / Delivery Optimization

MAKE WINDOWS FEEL FASTER

FIRST: FIND THE BOTTLENECK



Task Manager

- Ctrl + Shift + Esc → Task Manager.
- Look at CPU, Memory and Disk use during the slowdown.
- A brief spike is normal; look for sustained heavy usage.
- Close unused apps and tabs; save work before ending an app.

STARTUP: LESS WORK AT SIGN-IN



Startup

- Settings → Apps → Startup.
- Disable nonessential apps you recognize.
- Keep security and necessary device software enabled.
- ⚠ Disabling startup is not uninstalling the app.

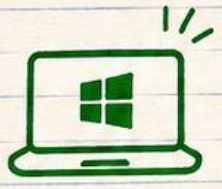
STORAGE: CLEAN WITH REVIEW



Storage

- Settings → System → Storage → Temporary files.
- Review categories before selecting Remove files.
- Downloads and Recycle Bin may contain files you still need.
- Configure Storage Sense cleanup rules before turning it on.
- ⚠ Do not randomly delete Windows, AppData or Prefetch folders.

OTHER USEFUL STEPS



- Restart when needed; install legitimate updates.
- Run a Windows Security scan.
- Remove unused apps and unnecessary browser extensions.
- Search "Adjust the appearance and performance of Windows" to reduce visual effects if needed.
- Keep laptop vents clear and avoid overheating.

KEEP EXPECTATIONS REALISTIC



- Cleanup does not add RAM or fix failing hardware.
- If memory or an old drive is the bottleneck, check upgrade compatibility before buying.

SKIP THE MYTHS



- Repeated Refresh/F5 does not speed up the PC.
- Avoid registry cleaners, RAM boosters and random service tweaks.
- One change → restart if needed → compare the same task.

Ref: Microsoft Support — Performance tips / Storage Sense