

Welcome!



Too Busy?  
Need More Time?

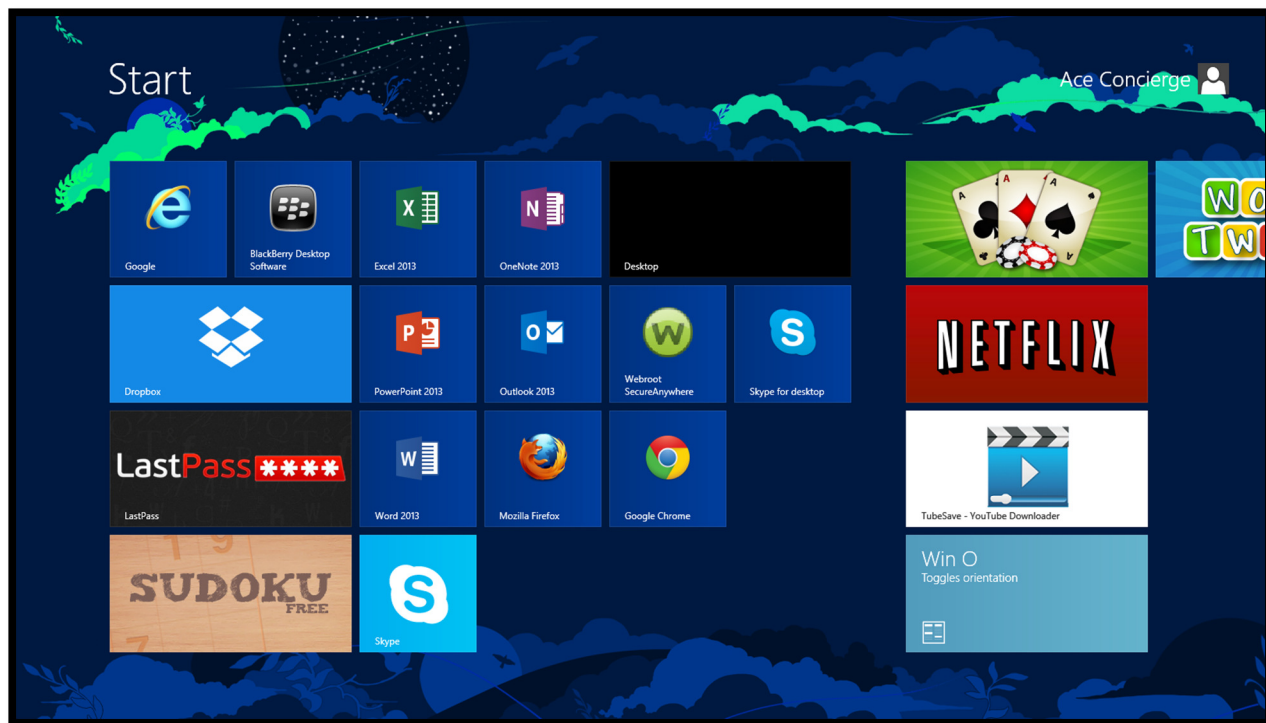
Outsource your Business or Personal  
Tasks and Projects!



**Ace CONCIERGE**.LLC  
Your Tasks on Our Time



# Windows 8 Shortcuts



## START SCREEN & CHARMS

Win Key Toggles start screen and desktop

Win H Share Menu

Win C Show Charms

Win L Lock screen

Win Z App Bar

Win X Advanced Context Menu

## SEARCH

Win F Find Files

Win Q Search within current app

Win W Search setting

## DESKTOP AND TASKBAR

Win B Select the tray notification

Win T Next task in taskbar

Win D Show Desktop

Win X Advanced Context Menu

Win E Windows Explorer

Win , Reveal Desktop (hold Win key)

Win L Lock screen

Win . Snap app (multiple times)

Win M Minimize window

Win 1-9 Corresponding task on taskbar

Win R Run dialog

Win [arrow] Snap window to corresponding direction

## DEVICE AND SETTINGS

Win I Settings

Win K Devices Menu

Win O Toggles orientation

Win P Projector (second display) options

## ACCESSIBILITY

Win U Ease of Access Center

Win +/- Magnify in or out