QUICK KEYS

The Amazing Windows Key

One of the best ways to increase productivity doesn't cost a cent: learn keyboard shortcuts for your most-used commands. Anytime you use the keyboard instead of the mouse, you increase productivity and speed.

Windows 7 gives you multiple ways to do just about every task. Did you know there is a shortcut for almost every key on the keyboard? Combine two or three keys together, you have even more. The beauty of keyboard shortcuts is that they are the same in almost every application, making them powerful and versatile.

This handout provides some common examples, and then divulges a little-known computing secret: the Windows key. This amazing little key, found on every keyboard, allows over 30 ways to make your life simpler, your work faster, and your productivity shine!

Interesting Points

Some people prefer to use a mouse; others prefer the keyboard. For the keyboard lover, these "Quick Keys" will be like finding treasure. Besides all the wonderful keyboard shortcuts you may already love and use, you will find a few more tricks and tips to speed up your work and increase productivity.

Keyboard shortcuts combine two or more keys to do something special that neither key does alone.

The Basics

There are multiple, universal keyboard shortcuts that work in virtually every program, as well as on the web. Whether you are working in documents, spreadsheets, presentations, music or pictures, these shortcut commands usually work the same.

Some very basic shortcuts are on the left side, bottom row of the keyboard. They work in conjunction with the Ctrl key:

- Ctrl + Z =   Undo the last action

- Ctrl + X =   Cut a selected item

- Ctrl + C =   Copy a selected item

- Ctrl + V =   Paste a selected item

- Ctrl + B =   Make text bold
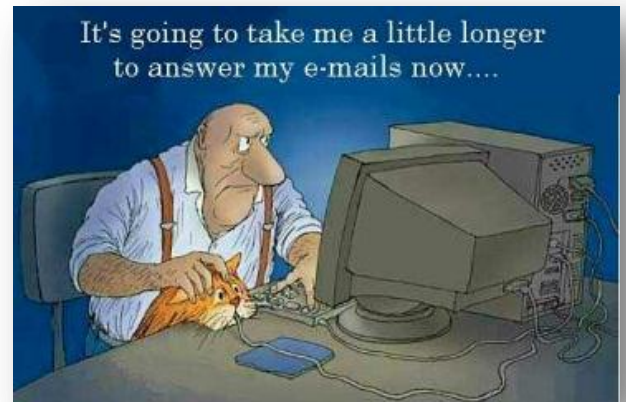
There are keyboard shortcuts for virtually every key on the keyboard. Used in combination with the Ctrl, Shift, Alt, the Tab, spacebar, numbers, or function keys - they produce a variety of common tasks. Learning these quick keys only makes your work faster.

Opening Windows

What if your mouse suddenly stopped working? Let's hope it never happens, but if it does, have no fear. Here is a quicker way to open up windows without mousing around:

Pressing the **Windows key** opens the Start menu. From there, all you need to do is navigate using the arrow keys up, down, left, or right to get to the application you want to open. When you find it, just press Enter.

The **Windows key** +**T** will select the programs in the order they are listed on the taskbar. To launch the program, press Enter or the spacebar.

The **Windows key** + 1,2,3,4 and so on, will open the programs pinned to the taskbar.

Windows key +**R** opens Run – an easy way to type in the program, document, etc. that you want to open.

Navigating Windows

Chances are, if you are a productive worker, you have many windows open on your desktop at any one time. You must have your email open, one or two documents or worksheets, and possibly another application that helps you do your work, such as a database from the mainframe or a web application. Many computer users find it easier to manage with two monitors, but that only increases the amount of windows that can be open!

Switching Between Windows

Switching between open windows to find the correct one may take a long time or it can be a simple shortcut for a quick thumbnail view of all open windows. Hovering over each icon on the taskbar will show what is open.

Press **Alt+Tab**. Then, while holding down the Alt key, press the Tab key multiple times until you get to the window you want and release the Alt key.
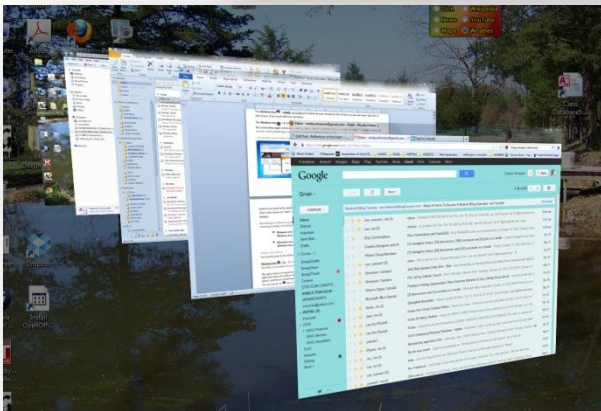
A quicker shortcut – and much more fun – is the **Windows key** +**Tab** to give a 3-D rolodex effect of all open windows. Hold down the Windows key, tab through until the desired window appears, and release the key. This is also known as Aero Flip, a new feature of Windows 7.

Minimize/Maximize Windows

You may want to minimize all the windows to work on only one. The long way to accomplish this would be to display each window and click the Minimize button, found on the right corner of the window. Windows 7 provides the Show Desktop bar at the right corner of the screen and produced a new feature called Aero Shake which minimizes windows with the shake of the mouse. There are even quicker ways to do this same feat:

The **Windows key** +**Home** minimizes all open windows at once, except for the window you are working in (but only on one screen, if you work with two monitors).

The **Windows key** +**D** will minimize ALL windows on two screens. It works like a toggle switch, so simply clicking the combination again will bring all windows back. Use this shortcut when you want to minimize a lot of open windows at once to check something on your desktop. Clutter-to-clean with two fingers.

A desktop before pressing Windows Key+D

The same desktop after pressing Windows Key+D

Peek

Want to peek at the desktop for a moment without minimizing everything? Press the **Windows key ⊞ +spacebar.** (This is also known as Aero Peek, a new feature in Windows 7 and can be done by hovering your mouse over the vertical bar in the taskbar).

Minimizing a window is a surefire way to see what's underneath it. And it's fast to use the shortcut. If the window is maximized already (covering the entire screen) it will go to "normal" size. And if it's normal size, it'll minimize entirely.

> ⊞ **Minimize one window** = **Windows key ⊞ +Down Arrow**

> ⊞ **Maximize one window** = **Windows key ⊞ +Up Arrow**

Ribbon Quick Keys

For a quick jump to any of the ribbons or contextual ribbons without having to click the mouse, press **Windows key ⊞ + F6.** This shows the shortcuts to the different areas on the ribbon. Select the one desired by pressing the letter (or number) shown. It opens the ribbon and gives more options to select the area needed.
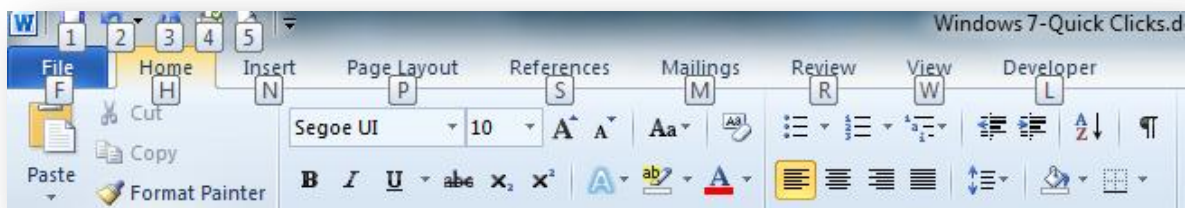

The right-click on a mouse has many functions, but it can also be accessed by the keyboard. **Shift+F10** opens the right-click menu for a file or folder. This can be very handy for speed especially if you know which option you want to select. Look for the boxed letter in each option to know which letter you can press for faster access.

Another keyboard shortcut for the right-click on the mouse is right beside the right Windows Key on the keyboard.
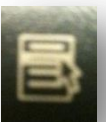
Multitask

Many people like to work with two monitors, multitasking their efforts to double their speed. Often it is handy just to compare documents or do research. With the amazing and quick Windows key, two documents can easily be observed on one screen. Here is how:

With two documents open for comparison, click in one document, and press **Windows key ⊞ +Left Arrow**. This will move the application to the left 50% of your screen. Now click the other document and press **Windows key ⊞ +Right Arrow**. This moves the application to the right 50% of your screen. Both documents are immediately available side by side for comparison or research without having to resize windows manually. This is also known as Aero Snap, a new feature of Windows 7. This shortcut makes it even snappier.

Do you have two monitors? Now you can shift an open window to your other monitor in one quick click.

Press the **Windows key** ⊞ **+Shift+Right Arrow** or **Windows key** ⊞ **+Shift+Left Arrow**

Search

Windows 7 has some powerful search features. Not only does it search for documents in the folder you are working in, but in all the other drives you share. You can get to Search by clicking on the Start menu – but wait! There's a Windows shortcut!

Windows key ⊞ **+F** will bring up a search screen quick and easy, allowing you to search for any document on your computer, or in your shared drives.

Windows key ⊞ **+E** brings up Windows Explorer (My Computer), showing all the drives you have access to.

Display

There are quick and easy ways to increase or decrease the display of your document, internet page, or pictures by using the **Windows key** ⊞:

Use **Windows Key** ⊞ **+plus sign** to zoom in on a picture or see small text; use **Windows key** ⊞ **+minus sign** to zoom out.

The Plus Sign key (+) zooms you in, the Minus Sign key (-) zooms you out. This lets you see small text on a webpage or to check out the pixels in a photo.
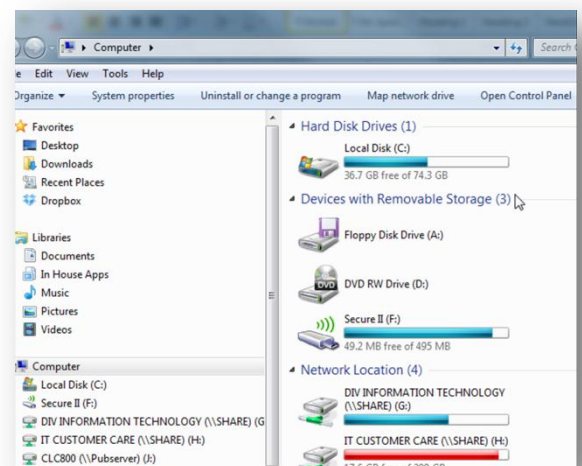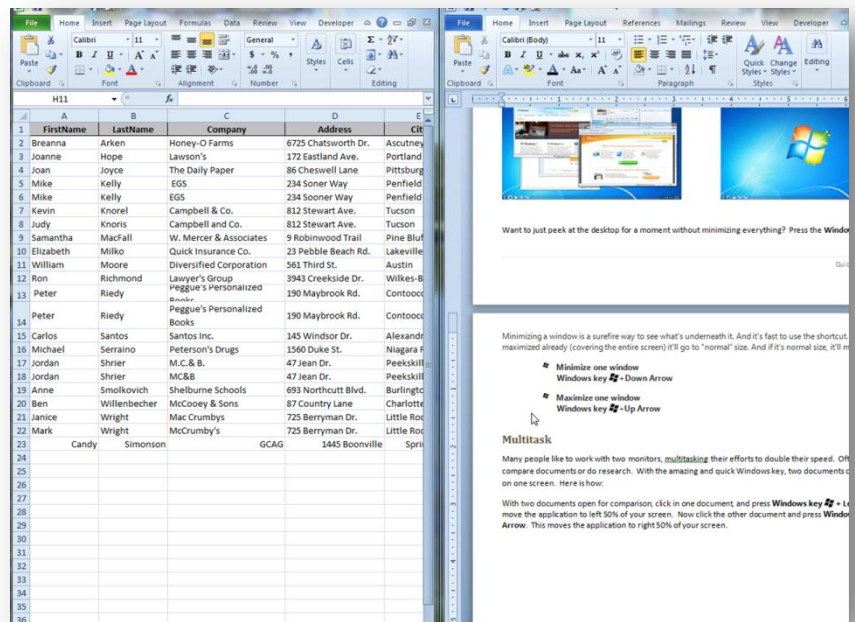
Want to copy and paste a picture? No matter which program you are in, or even on the internet, you can press **Windows key** ⊞ **+S** to open up the Snipping tool. This automatically copies your picture to OneNote.

The OneNote notepad opens up when the Windows key and N are used together.
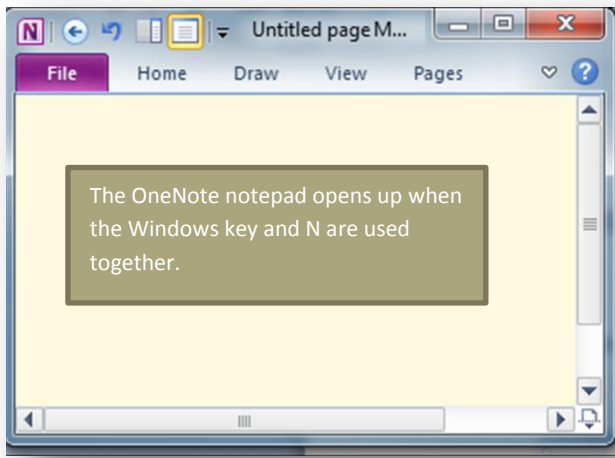
Want to add a few notes about it in the same place? **Windows key** +**N** opens OneNote for your convenience to add any documentation.

To see the gadgets on your desktop without minimizing all the windows, press **Windows key** +**G.**

The best shortcut is to log off and lock your computer at night. This is easily and quickly done by pressing **Windows key** +**L.**

Review

Some people like using the keyboard more than the mouse. They find it to be faster and more efficient than clicking, and helps them be more productive in the long run. For those who prefer the keyboard method, this handout is just for them – shortcuts to the shortcuts! We've only touched the surface; there are many more fun and easy shortcuts available. Each has a specific purpose, sometimes in specific programs. You have found that using your new-found quick keys will help you do your work efficiently to keep producing at high speed.