

LOOKING FOR WINDOWS SHORTCUTS?

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You work on your computer every day but how often do you explore the shortcuts that will save you time? Most of us continue to work as we always have when we receive a new machine or Windows update. We don't veer off the road of what is familiar to us. What if you learned a thing or two about your new machine? For instance, how about that Windows button? You know the one, it's the key with the wavy window picture on it next to the space bar. Have you ever wondered what it's for? Have you accidentally pressed it and oh my, your Start menu opened! That my friends, is a Shortcut key.

Do you ever wonder what else that key can do for you? Actually, it can do a lot. I've listed below a few of my favorites.

- Open Start menu – press the Windows key and it will display the Start menu. Press it again and it will close the Start menu.
- Access desktop quickly – press the Windows key + D, this will minimize all your Windows and give you access to the desktop. (Windows key + M will also access your desktop.)
- Open File Explorer – press the Windows key + E and it will open the File Explorer window.
- Quick Link menu – press the Windows key + X, this will give you access to Windows applications that you use frequently such as Task Manager, Device Manager, Settings and more.
- Run Dialog box – press the Windows key + R, this will open the Run dialog box.
- Settings menu – press the Windows key + I, this opens the Settings menu where you can access the Windows Settings such as System, Devices and Updates.
- Maximize Left – press the Windows key + Left Arrow, this will maximize the application you have open to the left side of the screen and allow you to select another application to open to the right.
- Maximize Right - press the Windows key + Right Arrow, this will maximize the application you have open to the right side of the screen and allow you to select another application to open to the left.

- Maximize App – press the Windows key + Up Arrow, this will maximize the application you have open to the full window size.
- Move App or Window to different monitor – press Windows key + Shift + Left or Right Arrow, this will move the active application from one monitor to the other.
- Lock Screen – press the Windows key + L, this will lock the screen so that the password will need to be typed in to open it.



There are many more Windows shortcut keys, but this will give you good start. Try a few, have a little fun and always remember to practice safe computing!

If you have any questions about this or any other technology issue, please contact your Account Manager or [Sue Deters](mailto:suedeters@connerash.com), IT Manager, at (314) 205-2510 or via email at suedeters@connerash.com.