



## 100 Computer Tricks To Know Before You Start Writing Your E-book

### BASIC KEYBOARD TRICKS

- Ctrl + C – Copy what is highlighted currently.
- Ctrl + V – Paste what is on the clipboard, or what has been recently copied.
- Ctrl + X – Cut what is highlighted currently.
- Ctrl + A – Select everything in an open document, or current window.
- Ctrl + D – Delete what is currently selected.
- Alt + F4 – Close Open Window.
- Ctrl + Z – Undo last action.
- Ctrl + Y – Redo an action.
- Alt + Tab – Switch between open windows.
- Alt + Enter – Display properties for the highlighted item, similar to Right-Click Options.
- Alt + Spacebar – Display shortcut menu for the currently open window.
- Alt + Left Arrow – Go back if there is a previous history in the window, in programs such as browsers.
- Alt + Right Arrow – Go Forward, again useful in browsers.
- Alt + Pageup – Scroll up an entire screen length.
- Alt + Pagedown – Scroll down an entire screen length.

### NEXT LEVEL SHORT CUTS

- Ctrl + Alt + Tab – With the aid of some of the arrow keys, you can select from all open windows.
- F1 – Display the help menu.
- F2 – Rename what is currently highlighted.
- F3 – Search for a certain file or folder.
- F4 – Show address bar list in File Explorer.
- Ctrl + C – Copy what is highlighted currently.
- Ctrl + V – Paste what is on the clipboard, or what has been recently copied.
- Ctrl + X – Cut what is highlighted currently.
- Ctrl + A – Select everything in an open document, or current window.
- Ctrl + D – Delete what is currently selected.
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## NEXT LEVEL SHORT CUTS

Alt + Right Arrow – Go Forward, again useful in browsers.

Alt + Pageup – Scroll up an entire screen length.

Alt + Pagedown – Scroll down an entire screen length.

Ctrl + Alt + Tab – With the aid of some of the arrow keys, you can select from all open windows.

F1 – Display the help menu.

F2 – Rename what is currently highlighted.

F3 – Search for a certain file or folder.

F4 – Show address bar list in File Explorer.

F5 – Refresh the window that is open currently.

F6 – Toggle different screen elements/keyboard shortcuts related to the program currently open.

F10 – Show the menu bar in the application that is currently open.

## NEXT LEVEL SHORT CUTS

Shift + Delete – Delete the highlighted item, without having it go to the recycle bin first.

Browser Keyboard Shortcuts

Ctrl + D – Bookmark the current web address that is open in your browser.

Ctrl + I – View the saved favourites window.

Ctrl + J – View the browser downloads window.

Ctrl + H – Show browser history window.

Ctrl + + – Zoom in on multiple items.

Ctrl + – – Zoom out on multiple items.

Shift + 10 – Show shortcuts menu for the selected item.

Esc – Stop or leave the current action.



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## WINDOWS SHORT CUTS

Windows + L – Lock the computer, requiring the user to input login details before unlocking.

Windows + D – Switch between the currently open window and showing the desktop.

Windows + F1 – Opens the Windows help and support menu.

Windows – Open/Close the start menu.

Windows + B – Highlight the notification area.

Windows + F – Open the Feedback Hub window.

Windows + I – Open the settings window.

Windows + K – Open the connect/stream to devices bar.

Windows + M – Minimise all currently open windows.

Windows + Shift + M – Re-open all minimised windows.

Windows + P – Opens Display mode menu.

Windows + Q – Open Cortana Search menu.

Windows + R – Open the Run window.

Windows + T – Cycle through the apps that are currently on the task bar.

Windows + V – Rotate through the notifications.

## WINDOWS SHORT CUTS

Windows + , – Take a brief look at the desktop (as long as it is held down).

Windows + Z – Shows all the commands that can be used in the currently open window.

Windows + 1 – Start the application pinned to the start bar in the first position, if already open, it switches to that window.

Windows + 2 – Start the application pinned to the start bar in the second position, if already open, it switches to that window.

Windows + 3 – Start the application pinned to the start bar in the third position, if already open, it switches to that window.

Windows + 4 – Start the application pinned to the start bar in the fourth position, if already open, it switches to that window.

Windows + 5 – Start the application pinned to the start bar in the fifth position, if already open, it switches to that window.

Windows + 6 – Start the application pinned to the start bar in the sixth position, if already open, it switches to that window.

Windows + 7 – Start the application pinned to the start bar in the seventh position, if already open, it switches to that window.

Windows + 8 – Start the application pinned to the start bar in the eighth position, if already open, it switches to that window.



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## WINDOWS SHORT CUTS

Windows + 9 – Start the application pinned to the start bar in the ninth position, if already open, it switches to that window.

Windows + Shift + 1 – Start a new window/instance of the application pinned to the start bar in the first position, if already open, it switches to that window.

Windows + Shift + 2 – Start a new window/instance of the application pinned to the start bar in the second position, if already open, it switches to that window.

Windows + Shift + 3 – Start a new window/instance of the application pinned to the start bar in the third position, if already open, it switches to that window.

Windows + Shift + 4 – Start a new window/instance of the application pinned to the start bar in the fourth position, if already open, it switches to that window.

Windows + Shift + 5 – Start a new window/instance of the application pinned to the start bar in the fifth position, if already open, it switches to that window.

Windows + Shift + 6 – Start a new window/instance of the application pinned to the start bar in the sixth position, if already open, it switches to that window.

Windows + Shift + 7 – Start a new window/instance of the application pinned to the start bar in the seventh position, if already open, it switches to that window.

## WINDOWS SHORT CUTS

Windows + Shift + 8 – Start a new window/instance of the application pinned to the start bar in the eighth position, if already open, it switches to that window.

Windows + Shift + 9 – Start a new window/instance of the application pinned to the start bar in the ninth position, if already open, it switches to that window.

Windows + Alt + 1 – Open the action bar settings list for the application pinned to the start bar in the first position.

Windows + Alt + 2 – Open the action bar settings list for the application pinned to the start bar in the second position.

Windows + Alt + 3 – Open the action bar settings list for the application pinned to the start bar in the third position.

Windows + Alt + 4 – Open the action bar settings list for the application pinned to the start bar in the fourth position.

Windows + Alt + 5 – Open the action bar settings list for the application pinned to the start bar in the fifth position.

Windows + Alt + 6 – Open the action bar settings list for the application pinned to the start bar in the sixth position.

Windows + Alt + 7 – Open the action bar settings list for the application pinned to the start bar in the seventh position.

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## WINDOWS SHORT CUTS

Windows + Alt + 8 – Open the action bar settings list for the application pinned to the start bar in the eighth position.

Windows + Alt + 9 – Open the action bar settings list for the application pinned to the start bar in the ninth position.

Windows + Tab – Cycle through recently open or used applications/windows.

Windows + Ctrl + B – Switch to the application/window that showed a notification.

Windows + Up Arrow – Maximise the current window.

Windows + Down Arrow – Minimise the current window.

Windows + Left Arrow – (if Split) Maximise the window that is being displayed on the left side of the screen.

Windows + Right Arrow – (if Split) Maximise the window that is being displayed on the right side of the screen.

Windows + Home – Minimise all but the current active window.

Windows + Spacebar – Choose language and keyboard layout options.

Windows + Ctrl + Spacebar – Choose a previous selection option for language and keyboard layout.

## FILE EXPLORER SHORT CUTS

Alt + D – Select the address bar.

Ctrl + E – Select the search bar.

Ctrl + N – Open new window.

Ctrl + W – Close selected window.

Ctrl + Mouse Scroll Wheel – Change Size and look of file and folder icons/thumbnails.

Ctrl + Shift + E – Show all the folders about the highlighted folder.

Ctrl + Shift + N – Make a new folder.

Num Lock + \* – Show all the sub folders of the highlighted folder.

Num Lock + + – Show the contents of the highlighted folder.

Alt + P – Show the preview pane.

Backspace – Go to the previous folder.

Alt + Up Arrow – View the folder that the current folder was in.

Alt + Left Arrow – Show the previous folder.

**PRINT & HANG ABOVE  
COMPUTER.....**

**KEEP YOUR HEAD UP AND CONTINUE PUSHING FORWARD**

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