

To: Dr. Weaver
From: Simone Roberts
November 7, 2025
Re: Instructions Memo

Introduction

The purpose of this assignment was to create a set of instructions based on a task that could be conducted within the classroom. I chose to write instructions on how to create a keyboard shortcut using Microsoft Power Toys.

Discussion

To create the instructions, I researched the different ways one can carry out the task. Some methods were simpler, but I chose the method that uses Microsoft Power Toys for the sake of inclusion. Those more familiar with computers may also be interested in what else the software offers and it may inspire new computer users to learn more about their system. After researching, I ran through my own typical way of creating a shortcut and chose something simple to implement. After performing the action, I noted a few things and then repeated the process, documenting every step. I also looked at existing computer tutorials (for other tasks) and took some screenshots of myself carrying out the shortcut tasks, as those are very common in computer-related tutorials.

The audience for these instructions is relatively broad. I designed them with the average computer user in mind. I tried my best to ensure unnecessary information was not present, I provided screenshots for each window that is open for this task, and I avoided jargon. The purpose of my instructions is to guide Microsoft Windows users on how to use the software Microsoft Power Toys to create their own keyboard shortcut. The more general purpose of the document is to help people understand how to get the most out of their computer and improve how effectively they use it.

When my instructions were usability tested, they failed. The area where the instructions failed was when readers were prompted to enter keys for the keyboard shortcut. I did not specify exactly how to enter keys, so my classmate attempted to enter the keys by pressing on the keyboard when keys need to be entered in by selecting them from the dropdown menu. To check for any more errors, we continued through the instructions after fixing the initial issue. Another unclear step was typing in the application's .exe name. It was difficult for my classmate to find on their own, so I had to include some steps on how to find that information.

Conclusion

Overall, this assignment really opened my eyes to taking different perspectives into account. If I hadn't had someone else test my instructions, they would not have been effective. Writing my own instructions has also made me realize that they are extremely important in the realm of computer science and technology. My professors tend to write documents on code and how to use certain software like what I did in this assignment.

How to Make a Shortcut for Opening a New Tab in a Web Browser using Microsoft PowerToys

Shortcuts can help improve your workflow when using your computer. The most common shortcuts are on a computer's desktop screen and allow you to open an application by clicking on an icon. However, to make a shortcut for an action within an application, such as opening a new window, you can use Microsoft PowerToys, an application that can create and manage keyboard shortcuts.



CAUTION: When downloading software, be sure to only download from official stores and sites linked in this instruction set. Avoid suspicious links and websites with similar domains to official ones. Downloading from other links can result in malware being installed, which can damage your computer.

Note: This instruction set is written specifically for computers running Windows 11. Other operating system software is not compatible with these instructions.

First, if you do not have Microsoft PowerToys installed, follow the instructions on the next page. If PowerToys is already installed on your computer, skip to Part B on page 3.

Part A – Setting Up Microsoft PowerToys

1. Open your web browser and search for “Microsoft PowerToys Microsoft Store” and click the first link. Please verify that you are at the web address highlighted in Figure 1.1.

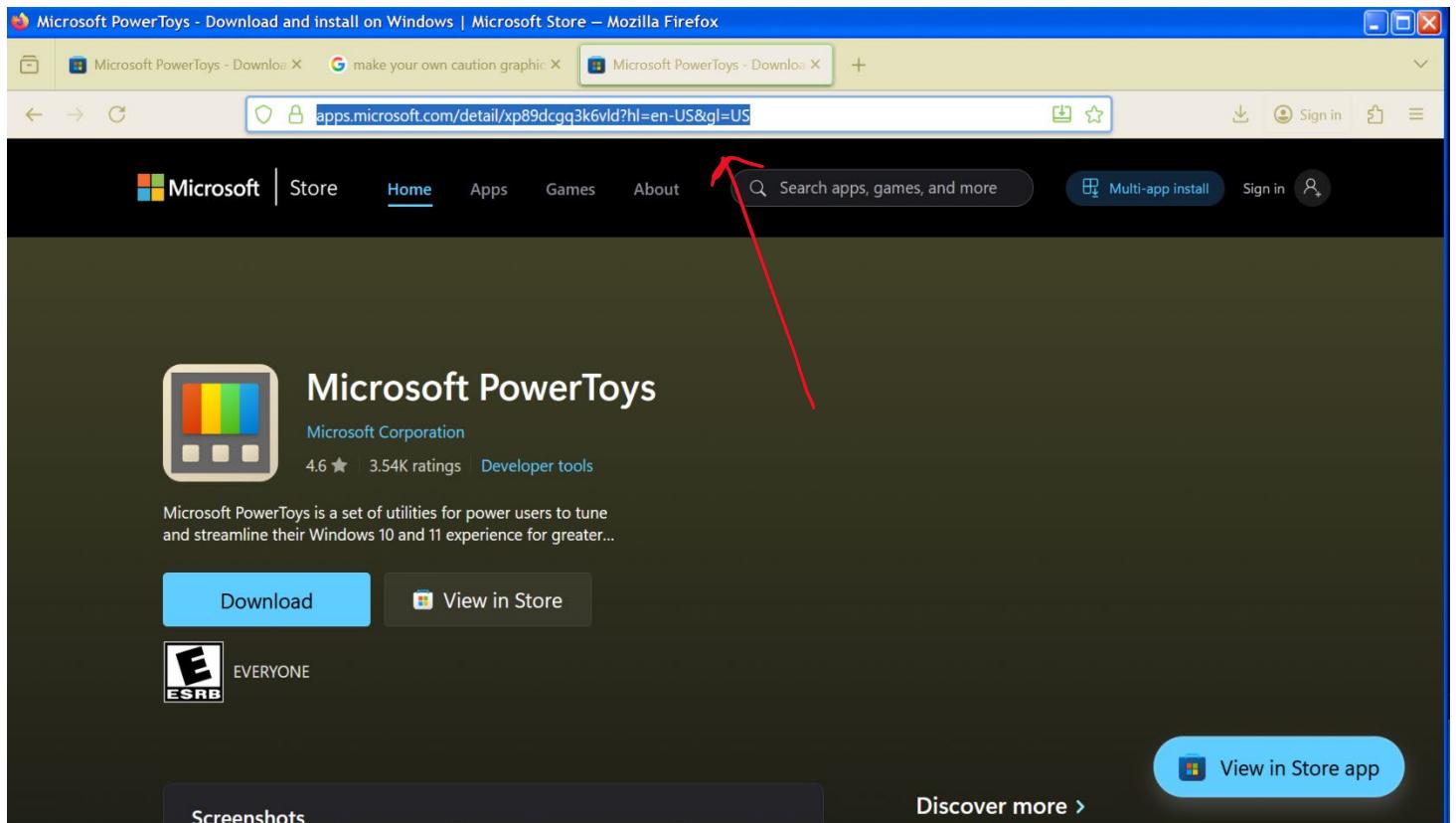


Figure 1.1

2. Once the webpage loads, click “Download”. (See Figure 1.1)
3. Navigate to your downloads either by searching for the folder on your computer or by checking your recent downloads near the top right of your browser and click on the installer.
4. Follow the installer’s instructions.

Part B – Using Microsoft PowerToys

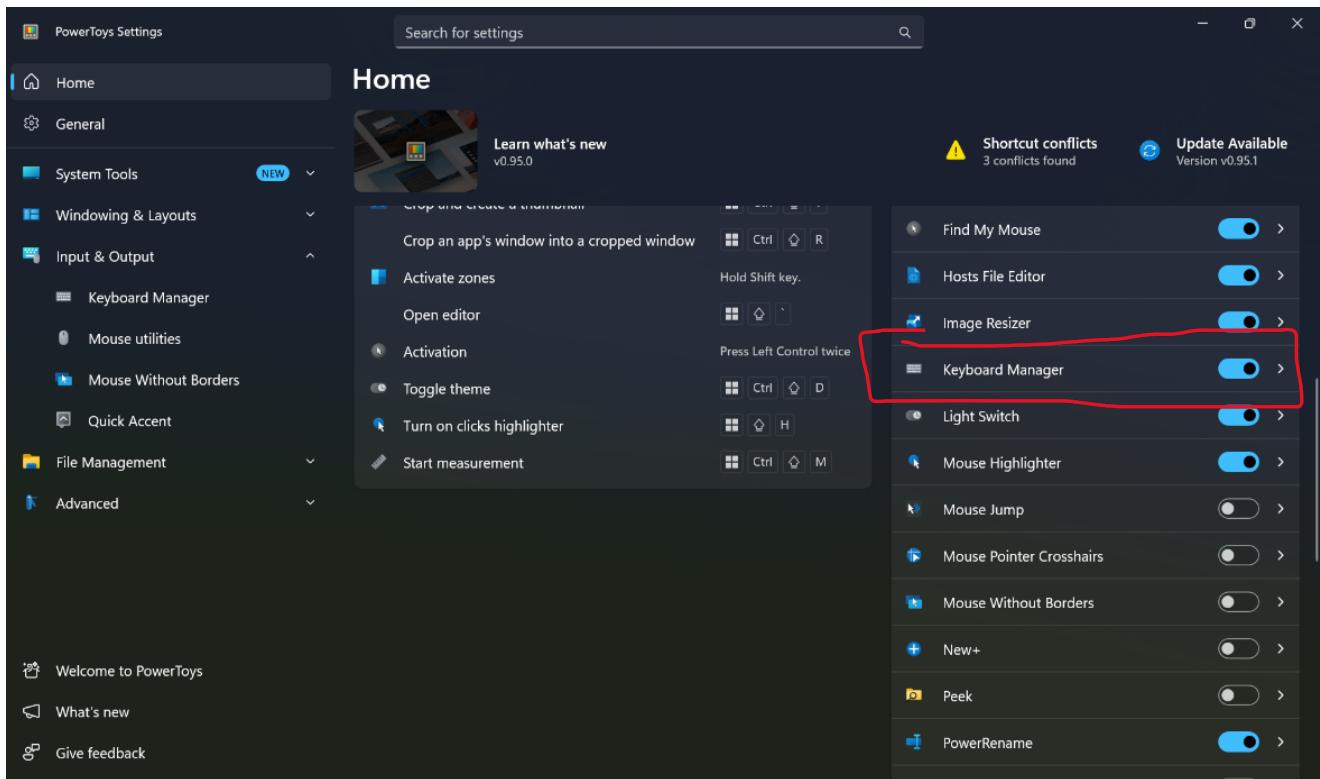


Figure 1.2

1. Open Microsoft PowerToys from the Start Menu.
2. From the home screen, click “Keyboard Manager” on the left of the window under “Utilities”. (See Figure 1.2)

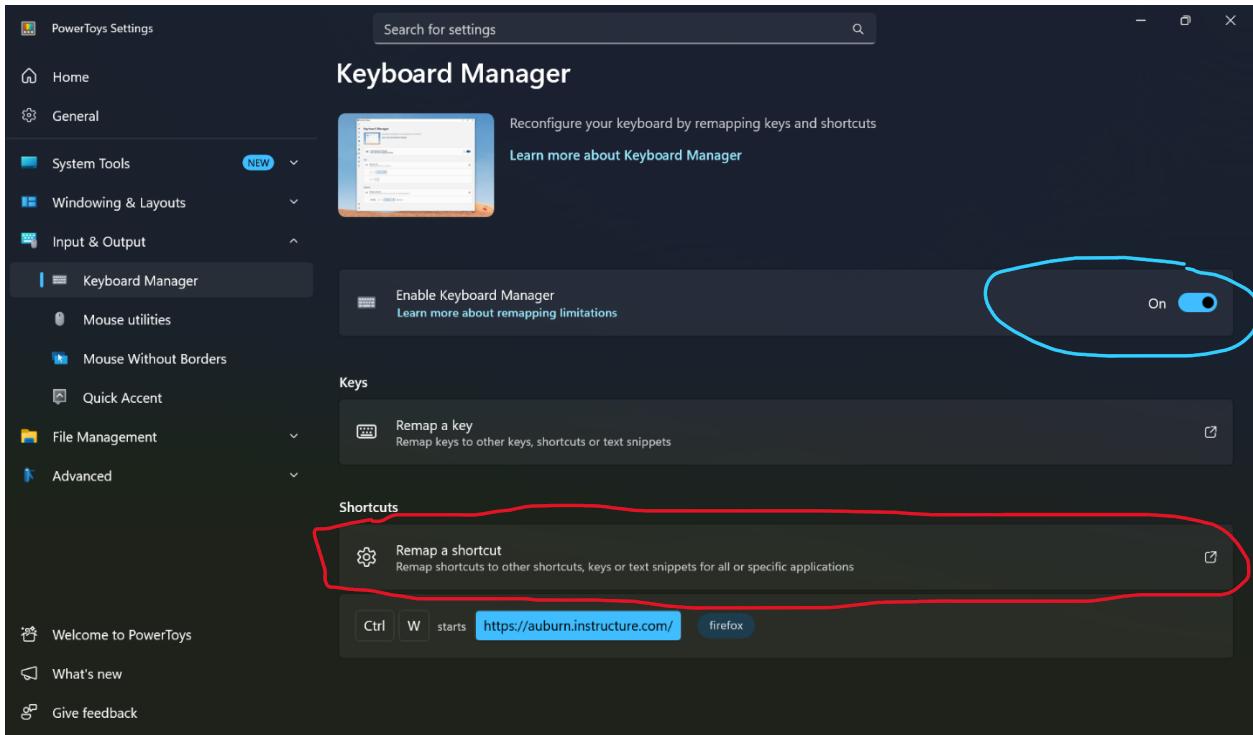


Figure 1.3

3. On the Keyboard Manager page, if you have not already, enable Keyboard Manager by toggling the slide circled in blue. (See Figure 1.3)
4. Click on “Remap a Shortcut” at the bottom of the window circled in red. (See Figure 1.3)

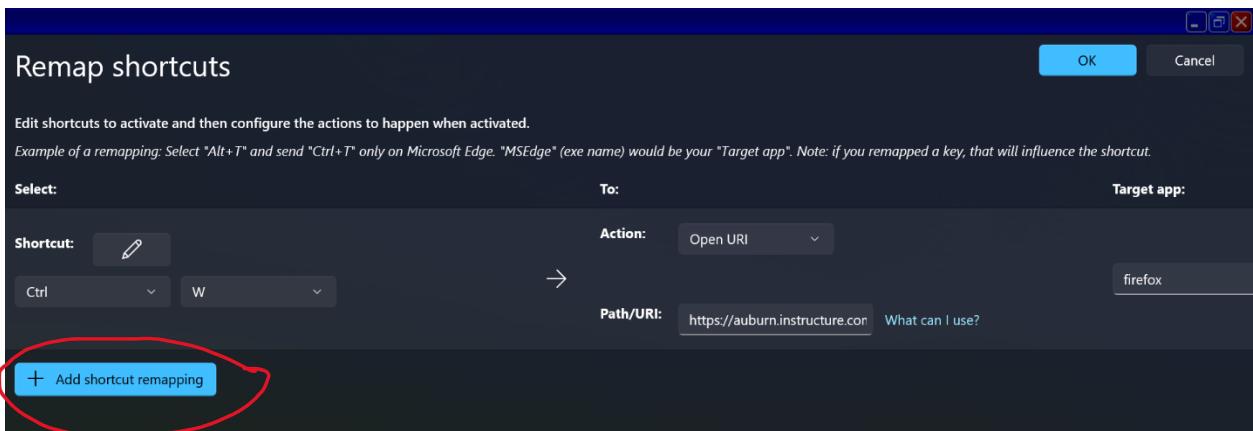


Figure 1.4

5. In the “remap shortcuts” window, click “Add shortcut remapping” (See Figure 1.4).

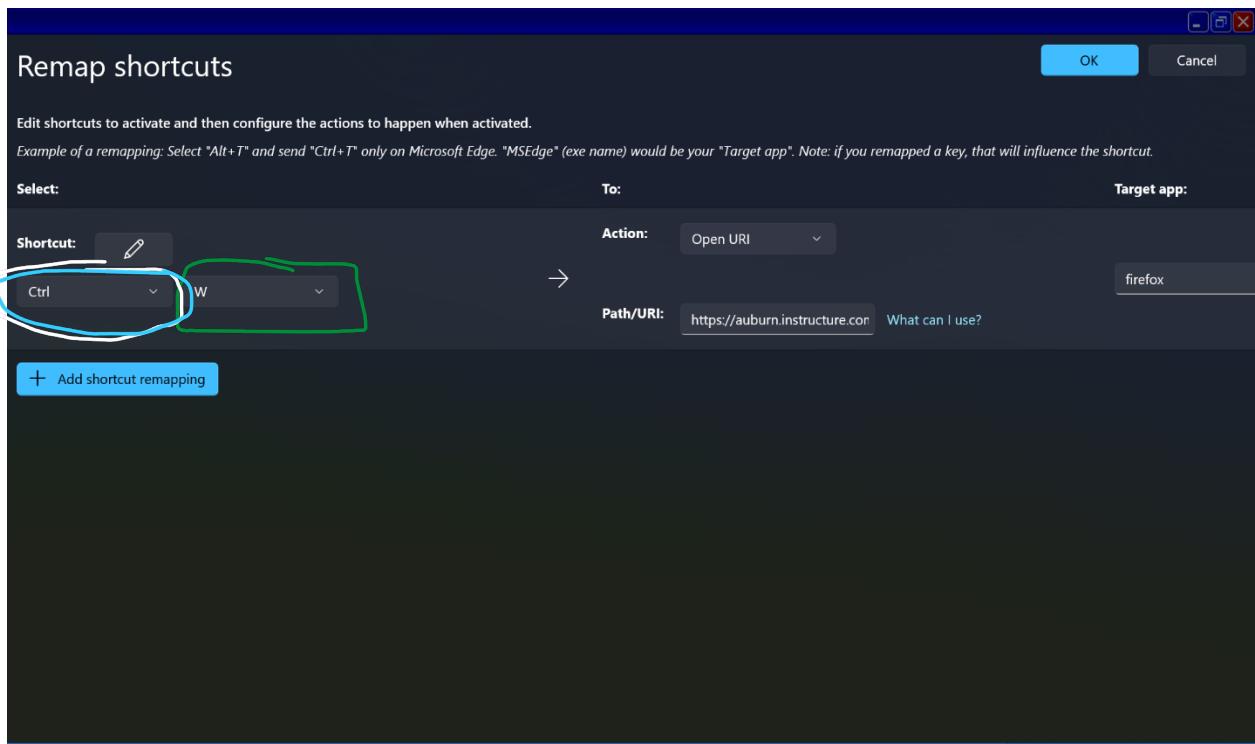


Figure 1.5

6. Select a modifier key for your shortcut by clicking the dropdown box circled in blue in Figure 1.5. Modifier keys are “Control”, “Alt”, and “Function”.
7. Then, select another key by clicking the dropdown box circled in green on the right in Figure 1.5. It can be any other key except for a modifier key.

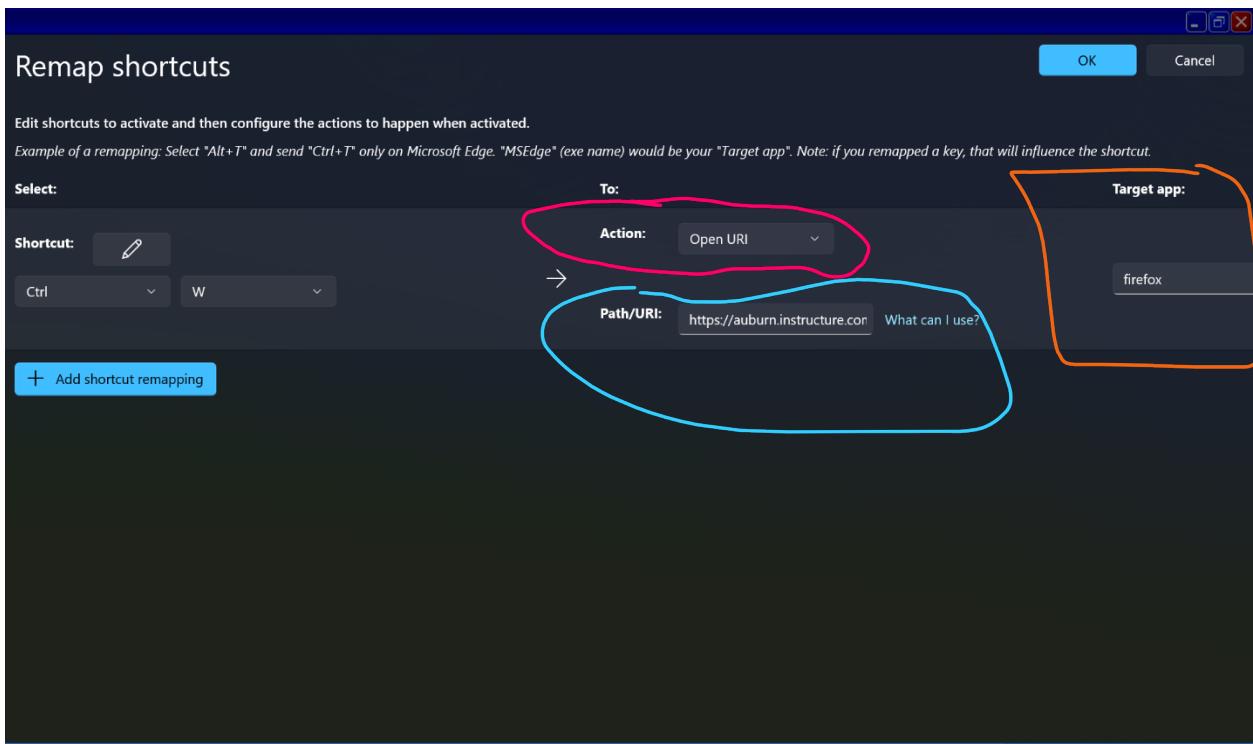


Figure 1.6

8. Enter your target application in the textbox on the right most side of the window encircled in orange in Figure 1.6. You must enter the name of executable file of your browser. This can be found by searching for “[Your Browser] executable file name Windows”. Do not enter the “.exe” suffix.
9. Now that the key shortcut is set, select the action as “Open URI” in the dropdown menu circled in pink in Figure 1.6.

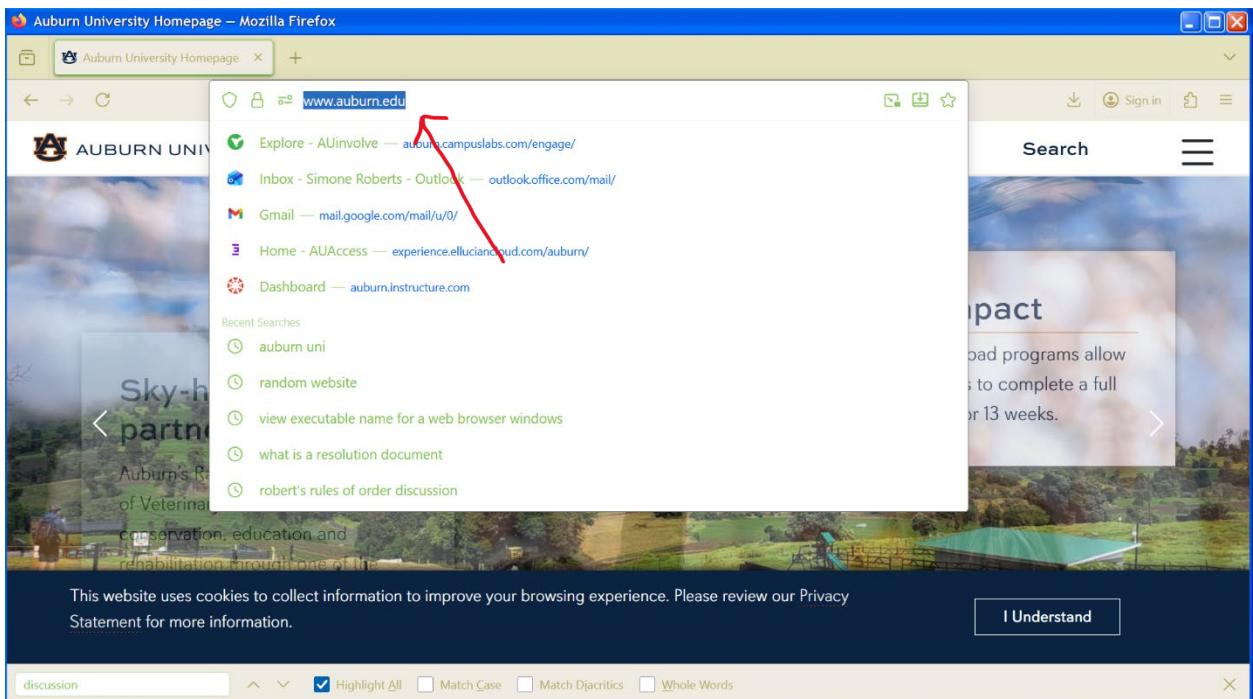


Figure 1.7

10. Enter a link or path location. For opening a new tab, enter the link to your desired website by navigating to the website, copying the link at the top, and pasting it into the Path/URI box encircled in blue in Figure 1.6.
11. Now that all fields are entered, click “OK” at the top right.
12. To test your shortcut, restart the target application you selected.
13. Reopen the target application and press the keys you selected for the shortcut.

Congratulations! You have successfully created a keyboard shortcut for your web browser to open a new tab to a specific website.