HERE ARE THE REAL COMPUTER LIFE HACKS!! Alt + Tab = switches windows Ctrl + Tab = switches tabs Ctrl + T = opens new tab Alt + F4 = exits window Ctrl + Shift + Esc = task manager Ctrl + C = copy Ctrl + V = paste Win + L = lock screen Win + I = settings

TIMESTAMPS: Declutter! [0:45](https://www.youtube.com/watch?v=_RaW7PL36pA&t=45s) Keyboard shortcuts [2:21](https://www.youtube.com/watch?v=_RaW7PL36pA&t=141s) Google like a pro! [5:01](https://www.youtube.com/watch?v=_RaW7PL36pA&t=301s) Becoming a typing wizard [6:08](https://www.youtube.com/watch?v=_RaW7PL36pA&t=368s) Stay focused! [7:10](https://www.youtube.com/watch?v=_RaW7PL36pA&t=430s) [#hotkeys](https://www.youtube.com/results?search_query=%23hotkeys) [#computerhacks](https://www.youtube.com/results?search_query=%23computerhacks) [#computertricks](https://www.youtube.com/results?search_query=%23computertricks) Music by Epidemic Sound [https://www.epidemicsound.com/](https://www.youtube.com/redirect?q=https%3A%2F%2Fwww.epidemicsound.com%2F&redir_token=K0PhtT_Zk9NY1iXpgWEjSTlbjMF8MTU3ODYzMjcxMEAxNTc4NTQ2MzEw&v=_RaW7PL36pA&event=video_description) SUMMARY: - Don’t wait til the end of the day to filter out your inbox. Instead, at the top of every hour, check your email and sort through it accordingly. This way, it won’t get too overwhelming - If you have messages that require one or two sentence responses, just deal with them now. There’s no need to push these aside for later if you can nip them in the bud right away. - Go through all the groups you follow and un-friend those who you no longer care to hear from. This will significantly lessen your notifications throughout the day. - Ctrl + S lets you save the document. Because accidentally losing a document you forgot to save can really ruin an otherwise good day. - Ctrl + Delete lets you erase the word just after the curser. And Ctrl + Backspace lets you delete the word before the curser. Total time-saver. - Accidentally close a tab while working in Chrome? Don’t freak out - simply press Ctrl + shift + t and the tab will magically reopen. - If you’re reading through something online and need to find a certain word, this trick prevents you going cross-eyed looking for it. Simply hold down Command + F if you’re on a Mac; on a PC, you’ll get the same search bar by holding down Ctrl + F. - Looking for a word that sounds like another word? Using a tilde symbol like this: ~. It tells Google to search for a synonym for a word. - If you’re looking for a site that relates to a site you already know, put “related:” in the search box before the site you’re referring to. - If you can’t discipline yourself to stay off these time-sucking sites, there are apps you can download to help monitor your time spent on them. - And if you decide to take on the task of monitoring yourself, simple things like turning off your messages on your computer or putting your phone on airplane mode can keep you focused on what you need to do.

TIMESTAMPS: Letter keys [0:27](https://www.youtube.com/watch?v=nDre9I5ovLU&t=27s) Esc [1:29](https://www.youtube.com/watch?v=nDre9I5ovLU&t=89s) Tab [2:32](https://www.youtube.com/watch?v=nDre9I5ovLU&t=152s) Alt [3:32](https://www.youtube.com/watch?v=nDre9I5ovLU&t=212s) Shift [4:44](https://www.youtube.com/watch?v=nDre9I5ovLU&t=284s) Ctrl [5:20](https://www.youtube.com/watch?v=nDre9I5ovLU&t=320s) Windows logo key [6:35](https://www.youtube.com/watch?v=nDre9I5ovLU&t=395s) Music by Epidemic Sound [https://www.epidemicsound.com/](https://www.youtube.com/redirect?redir_token=ViLAGKBcP4b4dWyWZU4ZRYdfeh98MTU3ODYzMjcwMUAxNTc4NTQ2MzAx&q=https%3A%2F%2Fwww.epidemicsound.com%2F&v=nDre9I5ovLU&event=video_description) SUMMARY: - Pressing E together with the Windows logo key opens up Explorer so you can instantly find a file you need. - To select all items and text in the browser page or document you're working on, click Ctrl and A. If you want to remove or delete it, Ctrl + D can be very useful! - Windows Task Manager is essential for anyone who works on their computer. To have easier access to it, press Esc + Ctrl + Shift, and save your time! - Mac users have their own useful Esc commands too! For instance, pressing Esc along with Option and Command can help you instantly choose an app to force quit. - You can browse through all your recently used apps by using Tab + the Windows logo key command. - Moreover, if you don't have a mouse and need to move around on the screen, press Tab with the Up or Down Arrow. It’s just as comfortable and quick as working with a touchpad! - Alt + F opens file menu options for whatever program you're working in. Alt + E takes you to edit options. - If you want to see the properties of a certain file or folder without looking for it in the settings, select the file and press Alt and Enter to see all the information you need. - Whenever you need to see the Jump List for the program pinned to your taskbar, use Alt, the Windows logo key, and the [№] number of its position in your taskbar. No mouse necessary! - If you often zoom in and out of a page while working in a browser, try to press Ctrl and the + or – keys next time (as opposed to using your mouse). - Pressing the Windows logo key with B can help you select the first icon of the Notification Area. If you need any other icon, you can choose it using the arrow keys. - The Windows logo key, Ctrl, and B can instantly switch your computer to the program indicating a new message in your Notification Area.

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TIMESTAMPS: 1. Ctrl + T opens a new tab [0:54](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=54s) 2. Ask Google about any problem you’re facing before going to a PC expert [1:24](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=84s) 3. For currency conversions, use the Google search bar instead of a calculator [1:57](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=117s) 4. A laptop battery charges faster when in airplane mode [2:27](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=147s) 5. Download any Google image automatically by pressing Alt and clicking on it [2:57](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=177s) 6. Hide your IP address so that nobody sees what you’re doing [3:29](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=209s) 7. Download “f.lux” to make your computer’s screen brightness adjust automatically to its surroundings [3:57](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=237s) 8. A clean desktop means a faster computer [4:35](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=275s) 9. Find out who’s stealing your Wi-Fi [5:04](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=304s) 10. You can recover deleted files even if you’ve emptied the recycle bin [5:37](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=337s) 11. If you notice these signs, your computer has been hacked [6:14](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=374s) 12. Windows + C enables you to start talking to Cortana [6:49](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=409s) 13. Ctrl + Q quits your web browser [7:30](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=450s) 14. Ctrl + I turns the text style into italics [7:55](https://www.youtube.com/watch?v=EQdVXPO6vg8&t=475s) [#hotkeys](https://www.youtube.com/results?search_query=%23hotkeys) [#computerhacks](https://www.youtube.com/results?search_query=%23computerhacks) [#computertricks](https://www.youtube.com/results?search_query=%23computertricks) Music by Epidemic Sound [https://www.epidemicsound.com/](https://www.youtube.com/redirect?q=https%3A%2F%2Fwww.epidemicsound.com%2F&event=video_description&v=EQdVXPO6vg8&redir_token=gCg4hgSthpjicWBvqx9dXUj3BW98MTU3ODYzMjY5MEAxNTc4NTQ2Mjkw) SUMMARY: - Opening new tabs is an action that you do countless times during the day. Instead of doing it manually with your mouse, you can simply press “ctrl” and the letter T and a new tab will open. - You can type your problem into the Google search bar and read what Microsoft or the various tech forums have to tell you. - If you’re traveling abroad and you need to see how much money you will get with the exchange, you can simply write down the amount of money and the currencies of the country where you’re traveling. - When your laptop is on airplane mode it means that many features, like your Wi-Fi and Bluetooth, are disabled. This takes some pressure off your battery and allows it to charge faster than if operating normally. - You can simply push “alt” and then left click on an image and it will be automatically saved on your computer in your Downloads folder. - There are various ways that can hide your IP address and make your browsing invisible. You need to install a good VPN on your internet browser so that it changes your real location. - Most computers have the night shift mode, which adjusts the brightness during the night. - If you are having problems with your computer’s speed, it might be the fact that your desktop is full of icons. Instead of having a folder for every little thing on your desktop, you can create one folder and organize everything in there. - If you don’t just want to change your password, but also find out who the thief (or thieves) are, then you can download Who Is on My Wi-Fi and maybe go confront them. - Deleting files and then emptying the recycling bin can prove to be very frustrating. What you can do is download Recuva, which is the top program to recover permanently deleted files. -Millions of people get hacked every day and you might be one of them at some point. Seeing your antivirus being turned off is one of the first serious signs. - Another tremendously useful shortcut is the one that exits your web browser. In this case, you press “ctrl” and then the letter Q. - When combining the “ctrl” key and the letter I there are various things that can happen in a total of 147 different programs. However, the most ordinary and common use of the combo is to turn text in Word and other text editing programs from normal style into italics.

**Commonly used OS-level shortcuts**

1.Alt + Tab (toggle between programs)

2.Windows button + D (go to the desktop)

3.Windows button + Tab (show all active windows in taskbar – or cycle through Modern UI apps with Windows 8)

4.PrtScn (save screen capture to clipboard; "paste" the image into an image editing program to save it out as a file)

5.Windows button (opens applications menu – or Start screen with Windows 8)

**Browser shortcuts**

6.Ctrl + T (open a new tab)

7.Ctrl + Shift + T (reopens the tab you last closed; works multiple times)

8.F5 (reload page)

9.Backspace (go to previous page; works multiple times)

10.Ctrl + Tab (cycle between tabs)

**Commonly used shortcuts in most applications**

11.Ctrl + Z (undo last operation)

12.Ctrl + Y (redo last operation)

13.Crtl + O (open file)

14.Crtl + S (save)

15.Ctrl + W (close active window or file)

16.Crtl + Q (quit application)

**Copy-and-paste delight**

17.Ctrl + A (select all in active window; i.e. select all text on page)

18.Ctrl + X (cut to clipboard)

19.Ctrl + C (copy)

20.Ctrl + V (paste)

**Find, select, and navigate text**

21.Ctrl + F (find; helpful if you're searching for a particular word on a website or document)

22.Ctrl + Shift + down arrow (select until end of line)

23.Ctrl + Shift + up arrow (select until beginning of line)

24.Ctrl + Home (move cursor to top/start of document)

25.Ctrl + End (move cursor to bottom/end of document)

# **Windows 7 keyboard shortcut keys (full list)**

Windows 7 comes up with interesting and useful shortcut key additions (take for instance the new windows logo key shortcuts) that are well worthy of being memorized/used. You can use this list of Windows 7 shortcut keys for reference. If you updated to newer versions you might want to check the shortcuts for [Windows 8](https://shortcutkeys.net/windows-8-keyboard-shortcuts-full-list/) or [Windows 10.](https://shortcutkeys.net/windows-10-shortcut-keys-the-simple-complete-list/)

PS: You can also [launch Windows programs and components from run command](https://shortcutkeys.net/run-windows-programs-components-short-names/)with their short names

|  |  |  |  |
| --- | --- | --- | --- |
| **General keyboard shortcuts** |  | **Ease of Access keyboard shortcuts** |  |
| **F1** | Display Help | **Right Shift for eight seconds** | Turn Filter Keys on and off |
| **Ctrl+C (or Ctrl+Insert)** | Copy the selected item | **Left Alt+Left Shift+PrtScn (or PrtScn)** | Turn High Contrast on or off |
| **Ctrl+X** | Cut the selected item | **Left Alt+Left Shift+Num Lock** | Turn Mouse Keys on or off |
| **Ctrl+V (or Shift+Insert)** | Paste the selected item | **Shift five times** | Turn Sticky Keys on or off |
| **Ctrl+Z** | Undo an action | **Num Lock for five seconds** | Turn Toggle Keys on or off |
| **Ctrl+Y** | Redo an action | **Windows logo key +U** | Open the Ease of Access Center |
| **Delete (or Ctrl+D)** | Delete the selected item and move it to the Recycle Bin | **Windows logo key keyboard shortcut** |  |
| **Shift+Delete** | Delete the selected item without moving it to the Recycle Bin first | **Windows logo key** | Open or close the Start menu. |
| **F2** | Rename the selected item | **Windows logo key +Pause** | Display the System Properties dialog box. |
| **Ctrl+Right Arrow** | Move the cursor to the beginning of the next word | **Windows logo key +D** | Display the desktop. |
| **Ctrl+Left Arrow** | Move the cursor to the beginning of the previous word | **Windows logo key  +M** | Minimize all windows. |
| **Ctrl+Down Arrow** | Move the cursor to the beginning of the next paragraph | **Windows logo key  +Shift+M** | Restore minimized windows to the desktop. |
| **Ctrl+Up Arrow** | Move the cursor to the beginning of the previous paragraph | **Windows logo key  +E** | Open Computer. |
| **Ctrl+Shift with an arrow key** | Select a block of text | **Windows logo key  +F** | Search for a file or folder. |
| **Shift with any arrow key** | Select more than one item in a window or on the desktop, or select text within a document | **Ctrl+Windows logo key  +F** | Search for computers (if you're on a network). |
| **Ctrl with any arrow key+Spacebar** | Select multiple individual items in a window or on the desktop | **Windows logo key  +L** | Lock your computer or switch users. |
| **Ctrl+A** | Select all items in a document or window | **Windows logo key  +R** | Open the Run dialog box. |
| **F3** | Search for a file or folder | **Windows logo key  +T** | Cycle through programs on the taskbar. |
| **Alt+Enter** | Display properties for the selected item | **Windows logo key +number** | Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program. |
| **Alt+F4** | Close the active item, or exit the active program | **Shift+Windows logo key +number** | Start a new instance of the program pinned to the taskbar in the position indicated by the number. |
| **Alt+Spacebar** | Open the shortcut menu for the active window | **Ctrl+Windows logo key +number** | Switch to the last active window of the program pinned to the taskbar in the position indicated by the number. |
| **Ctrl+F4** | Close the active document (in programs that allow you to have multiple documents open simultaneously) | **Alt+Windows logo key +number** | Open the Jump List for the program pinned to the taskbar in the position indicated by the number. |
| **Alt+Tab** | Switch between open items | **Windows logo key  +Tab** | Cycle through programs on the taskbar by using Aero Flip 3-D. |
| **Ctrl+Alt+Tab** | Use the arrow keys to switch between open items | **Ctrl+Windows logo key  +Tab** | Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D. |
| **Ctrl+Mouse scroll wheel** | Change the size of icons on the desktop | **Ctrl+Windows logo key  +B** | Switch to the program that displayed a message in the notification area. |
| **Windows logo key  +Tab** | Cycle through programs on the taskbar by using Aero Flip 3-D | **Windows logo key  +Spacebar** | Preview the desktop. |
| **Ctrl+Windows logo key  +Tab** | Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D | **Windows logo key  +Up Arrow** | Maximize the window. |
| **Alt+Esc** | Cycle through items in the order in which they were opened | **Windows logo key  +Left Arrow** | Maximize the window to the left side of the screen. |
| **F6** | Cycle through screen elements in a window or on the desktop | **Windows logo key  +Right Arrow** | Maximize the window to the right side of the screen. |
| **F4** | Display the address bar list in Windows Explorer | **Windows logo key  +Down Arrow** | Minimize the window. |
| **Shift+F10** | Display the shortcut menu for the selected item | **Windows logo key  +Home** | Minimize all but the active window. |
| **Ctrl+Esc** | Open the Start menu | **Windows logo key  +Shift+Up Arrow** | Stretch the window to the top and bottom of the screen. |
| **Alt+underlined letter** | Display the corresponding menu | **Windows logo key  +Shift+Left Arrow or Right Arrow** | Move a window from one monitor to another. |
| **Alt+underlined letter** | Perform the menu command (or other underlined command) | **Windows logo key  +P** | Choose a presentation display mode. |
| **F10** | Activate the menu bar in the active program | **Windows logo key  +G** | Cycle through gadgets. |
| **Right Arrow** | Open the next menu to the right, or open a submenu | **Windows logo key  +U** | Open Ease of Access Center. |
| **Left Arrow** | Open the next menu to the left, or close a submenu | **Windows logo key  +X** | Open Windows Mobility Center. |
| **F5 (or Ctrl+R)** | Refresh the active window | **Taskbar keyboard shortcuts** |  |
| **Alt+Up Arrow** | View the folder one level up in Windows Explorer | **Shift+Click on a taskbar button** | Open a program or quickly open another instance of a program |
| **Esc** | Cancel the current task | **Ctrl+Shift+Click on a taskbar button** | Open a program as an administrator |
| **Ctrl+Shift+Esc** | Open Task Manager | **Shift+Right-click on a taskbar button** | Show the window menu for the program |
| **Shift when you insert a CD** | Prevent the CD from automatically playing | **Shift+Right-click on a grouped taskbar button** | Show the window menu for the group |
| **Left Alt+Shift** | Switch the input language when multiple input languages are enabled | **Ctrl+Click on a grouped taskbar button** | Cycle through the windows of the group |
| **Ctrl+Shift** | Switch the keyboard layout when multiple keyboard layouts are enabled |  |  |
| **Right or Left Ctrl+Shift** | Change the reading direction of text in right-to-left reading languages |  |  |
| **Dialog box keyboard shortcuts** |  |  |  |
| **Ctrl+Tab** | Move forward through tabs |  |  |
| **Ctrl+Shift+Tab** | Move back through tabs |  |  |
| **Tab** | Move forward through options |  |  |
| **Shift+Tab** | Move back through options |  |  |
| **Alt+underlined letter** | Perform the command (or select the option) that goes with that letter |  |  |
| **Enter** | Replaces clicking the mouse for many selected commands |  |  |
| **Spacebar** | Select or clear the check box if the active option is a check box |  |  |
| **Arrow keys** | Select a button if the active option is a group of option buttons |  |  |
| **F1** | Display Help |  |  |
| **F4** | Display the items in the active list |  |  |
| **Backspace** | Open a folder one level up if a folder is selected in the Save As or Open dialog box |  |  |

Windows 10 brings plenty of new features, including an improved Start menu, the digital voice-controlled assistant Cortana, the new browser Microsoft Edge and virtual desktops. Familiar and new keyboard functions make operation even simpler and more efficient. Below you will find a Windows 10 Shortcuts Cheat Sheet with the most important shortcuts. Our recommendation: print it out and stick it to your monitor! In doing so, you always have our favorite keyboard shortcuts right in front of your eyes.

Keyboard shortcuts help users to complete tasks quickly and efficiently, instead of clicking laboriously through the menus. The following table contains new shortcuts introduced together with Windows 10.

| **Keyboard shortcut** | **Function / Operation** |
| --- | --- |
| Windows key + CTRL + D | Add a virtual desktop |
| Windows key + CTRL + Arrow right | Switch to the virtual desktop on the right |
| Windows key + CTRL + Arrow left | Switch to the virtual desktop on the left |
| Windows key + CTRL + F4 | Close the current virtual desktop |
| Windows key + A | Open Action center on the right of the screen |
| Windows key + S | Open Search and place the cursor in the input field |
| Windows key + Tab | Open Task view (Task view then remains open) |
| Windows key + X | Open the Admin menu in the left-hand bottom corner of the screen |
| Windows key + Q | Open Search using Cortana and voice control |
| Alt + TAB | Hold: Opens Task view  Release: Switch to the app |

As if that were not enough, there are plenty of other old but gold shortcuts that can still be used in Windows 10.

|  |  |
| --- | --- |
| **Keyboard shortcut** | **Function / Operation** |
| Windows key | Open the Start menu |
| Windows key + D | Switch to desktop view |
| Windows key + E | Open Windows Explorer |
| Windows key + U | Open Ease of Access Center (magnifier, screen keyboard, high contrast etc.) |
| Windows key + L | Lock the computer |
| Windows key + I | Open settings / information |
| Windows key + H | Share content (if supported by the active app) |
| Windows key + S | Open Search |

And for the sake of completeness, it is worth mentioning the following keyboard shortcuts introduced with previous versions of Windows.

|  |  |
| --- | --- |
| **Keyboard shortcut** | **Function / Operation** |
| CTRL + C or CTRL + INS | Copy the selected element |
| CTRL + X | Cut the selected element |
| CTRL + V or SHIFT + INS | Paste the selected element |
| CTRL + Z | Undo an action |
| Alt + F4 | Close the active element or end the active app |
| Winkey 10 keyboard shortcut | Description |
| Winkey + Tab | Activates Task View |
| Winkey + A | Activates Action Center |
| Winkey + C | Activates Cortana with speech> |
| Winkey + D | Shows desktop |
| Winkey + E | Opens File Explorer |
| Winkey + G | Activates the new Xbox game bar to let you record games or take screenshots. |
| Winkey + H | Activates share feature in Windows 10 apps |
| Winkey + I | Opens Windows 10 settings |
| Winkey + K | Activates Connect feature to stream to wireless displays and audio devices |
| Winkey + L | Locks a machine |
| Winkey + P | Project a screen |
| Winkey + R | Run a command |
| Winkey + S | Activates Cortana |
| Winkey + X | Opens power user features |
| Winkey + Left / Right / Up / Down | Snaps apps to the side of a screen (press Up or Down after snapping left / right to enable four apps to snap) |
| Winkey + Ctrl + D | Creates a new virtual desktop |
| Winkey + Ctrl + F4 | Close virtual desktop |
| Winkey + Ctrl + Left or Right | Switch between virtual desktops |
| Winkey + Shift + Left or Right | Move apps from one monitor to another |
| Winkey + 1 / 2 / 3... | Open programs that are pinned on the taskbar. The first app is number one. |