win+r

calc
notepad
alt+space   n
alt+space c

winword
msword
calc
notepad
powerpnt
win+ E
win+tab
alt+tab
win+D
or win+m
excel

ctrl+shif+n

alt+f4 close   alt+space and c

md
cd
time
date
system info
exit
cls
dir
dir *.java
dir/ad
dir/ad nit*
dir/ad *nit*
dir/a-d *nit*
dir/s
dir/s   f:\song