




Thommen's Timely Technology Tips "Quick and Easy" Windows Keyboard Shortcuts

Microsoft always builds into its software a number of keyboard shortcuts that allow users to make something happen immediately. Below are a number of keyboard shortcuts that save time. Most of the key combinations listed work in Window XP and Windows 7; the last one works in Windows 7 only.

Locking Windows (A Computer)

When LCC implements the "single sign on" for applications, it will be imperative that users lock a computer before they leave it unattended.

To lock your computer (Windows 7 method) using the mouse and menus: click the **Start** button > Hover over the **Menu Arrow** (▶) next to the **Shutdown** button > select **Lock** from the menu.

The keyboard shortcut that accomplishes the same thing is: **Windows Key + L** (the Windows key  is found next to the Alt key in the same row as the spacebar). For all of these key combinations, press and hold the first key and then briefly press the second key.

Cut, Copy and Paste

These three keyboard shortcuts work for Windows computers and Macintoshes. Additionally, on a Windows computer, you not only can "Cut, Copy and Paste" text and graphics, but also files that are displayed in folders or on the desktop.

To **cut** an object, highlight the text and/or graphic you want to remove from the page and press: **Ctrl + X**. Think of the "X" as being the shape a scissor makes just before you "cut."

To **copy** an object, highlight the text and/or graphic you want to copy from the page and press: **Ctrl + C**. The letter "C" represents copy.

To **paste**, you first must either cut or copy text or a graphic, and then place the insertion point, or the blinking line, where you want the item pasted. Once that is done, press: **Ctrl + V**. The "V" is a shape to remind you of an arrow pointing down for "put it here."

Return to the Desktop

If you have a number of windows open, on your computer, a single key combination will minimize them all and expose the desktop. This tip also works during a PowerPoint presentation, when it covers the entire screen.

To minimize one or more windows at once, press: **Windows Key + D**. The "D" is short for return to Desktop.

Reopen a Minimized Window (Application)

If you are using Windows XP, press the **Alt + Tab** key. The next open application will appear. Continue pressing the tab key until the application you want opened appears. Releasing the **Alt** key selects the application.

The previous key combination also works in Windows 7. However, there is a more impressive method; try pressing: **Windows key + Tab** and see a stacked display of all open applications and the desktop. Continue pressing the Tab key until the application you wish to work on "advances to the front of the stack." Release the **Windows key** to select.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Thommen's Timely Technology Tips
http://www.lcc.edu/cte/resources/thommen_tips/

