Tips, Tricks, & Shortcuts
October 2017

Caveat!

- The material in this presentation is aimed at Windows 10.
- Most things described here will work in earlier versions of Windows.
- The earlier your version of Windows (e.g., Windows XP), the more differences you may notice.

Keyboard shortcuts

- Keyboard shortcuts are an important skill to master in Microsoft Windows.
- Some shortcuts are product specific. For example, in MS Word and Powerpoint:
  - Ctrl+apostrophe, E → é
  - Ctrl+grave accent, E → è
  - Ctrl+shift+colon, U → ü
- However, a lot of the keyboard shortcuts can be used in most Windows programs:
  - Ctrl+S → save
  - Ctrl+C → copy
  - Ctrl+X → cut
  - Ctrl+V → paste
  - Ctrl+A → select all
- Some keyboard shortcuts are useful for controlling Windows itself:
  - Alt+tab → cycle through open programs
  - Alt+F4 → close active program (use with caution!)
- You can find a more complete list here: https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts
Control panel

- On a freshly-installed version of Windows, the control panel looks something like this:

- I find it much more useful to change the view by value to small icons or large icons:
Uninstalling programs

- Whenever you want to uninstall a program:
  1. Open the control panel;
  2. Select programs and features; this will display a list of all installed programs;
  3. Select the program you want to uninstall; and
  4. Right-click on the program, and select “Uninstall”.

Forcing a program to close

- Sometimes, a program just refuses to close.
- You can force the program to close by using the Task Manager.
  - Open the Task Manager by:
    - Typing its name into the Windows search box (in the lower-left corner of the Windows desktop), or
    - Press Ctrl-Alt-Del, then select Task Manager.
- You should see a window something like this:
1. Select the program you want to terminate; the End Task button becomes active;
2. Click on the End Task button; and the selected program will terminate.

Controlling startup programs

• From time-to-time, you may wish to see what programs automatically start up when Windows starts.
  o Sometimes, when you install a program, it may install other programs (e.g., a program that checks for updates).
  o You may or may not want to disable some of these so that they are not taking up time and other resources.
  o If you see a startup program you don’t recognize, Google it.

• To check your startup programs:
  1. Open the task manager;
  2. If it looks like the one we saw earlier, click on the More details button at the bottom of the Task Manager;
  3. The Task Manager window will expand to include a number of tabs across the top;
4. Select the Startup tab; the window will look something like this;

![Task Manager window](image)

5. Select the program you want to disable or enable, then right-click on it; and

6. On the menu, select disable (if the program currently is enabled) or enable (if currently disabled).

**Windows Explorer**

- In a freshly-installed version of Windows, the Windows Explorer does not display file name extensions. For example:

![Windows Explorer window](image)
• The file “grandkidsPhoto.jpg” on the desktop actually is a file named “grandkidsPhoto.jpg.exe”.
• If you double-click on the file to open it, you will be in for a surprise.
• You can instruct the Windows Explorer to show file name extensions – and set other properties – from the View menu.

![Windows Explorer screenshot](image)

- You also can change the way files are displayed: icons (for photos), a list, or a detailed list.

• By default, files are organized alphabetically, by name, in ascending order, as we see in this image:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT2K4</td>
<td>6/26/17 11:49 AM</td>
<td>File folder</td>
</tr>
<tr>
<td>Starcraft Anthology</td>
<td>6/26/17 11:58 AM</td>
<td>File folder</td>
</tr>
<tr>
<td>grandkidsPhoto.jpg.exe</td>
<td>10/10/17 9:25 AM</td>
<td>Application</td>
</tr>
</tbody>
</table>

- The symbol (either ∧ or ∨) next to Name tells us that Name is the current column and whether the column is sorted in ascending or descending order, respectively.
- Clicking on the current sorting column name will toggle between ascending and descending order.
- Clicking on a different column name (e.g., Date modified or Type) will make that column the current one and sort the files based on that column, in ascending order.
• If you add, delete, or modify files and don't see the changes appear in the Windows Explorer, select its window and then press F5 to refresh its contents.

• To change the name of a file:
  1. Click once on the file name, pause for a brief moment, and click again;
  2. A box will appear around the file name and the background of the box becomes blue (but not the extension);
  3. You now can type in a new name and then press the Return key.
  4. To change the whole name (including the extension), double-click on the file name after step 2, then type in the name you want.

**Aero Snap**

• If you are like me, you generally have more than one program open at a time.

• Aero snap can make it easier to arrange these windows on your desktop.

• Aero Snap

• Grab a window by its title bar and drag it to the:
  - Display top to fill the whole screen with the window.
  - Display (left or right) side to fill that half of the display with the window.
    - Further, you will be offered a choice of other windows to fill the other half of the display. (If you don’t want to choose one, just click on the desktop or in the first window.)
    - If you choose two windows to fill the display, you can move the border between them to the left or right by dragging that border with your mouse.
  - Display side, near the top or bottom to fill that quarter of the display with the window.

• Or, grab the bottom of a window and drag it to the bottom of the display. Its height now will fill the display from top to bottom, but its width will remain the same.
  - And, of course, there are some keyboard shortcuts:
    - kbd + Left → Snap current window to the left (from right to original to left).
    - kbd + Right → Snap current window the the right.
Screen capture

- You may know already that pressing the print screen key on the keyboard captures the current display contents to the clipboard.
- But, did you know that you can capture just the currently-selected window by pressing Alt-print screen?

Typing shortcuts

- When you select text and its background color changes to blue (e.g., when you click on the Web address at the top of a browser), you do not have to erase the text by pressing backspace or delete.
  - You simply can begin typing, and the new text will replace the highlighted text.

- If you are filling out sequence of text boxes (say, a form on a Web page), you can press the tab key to move from field to field.
  - You don’t have to click the mouse in the next text box.

The spoken word

- The Windows search box (lower-left corner) has a microphone icon at its right edge.
  - Tap on this icon, and (if you have a microphone), you will be able to use Cortana.
  - Cortana is sister to Siri (Apple), Alexa (Amazon), and Bixby (Samsung).
  - You can use your voice to make inquiries and execute programs.
- On your mobile devices, such technology comes in handy for searching, sending texts, and making calls.
Accessibility

- Windows has a good collection of accessibility tools for folks with physical challenges. These include:
  - The narrator and audio descriptions – a screen reader.
  - The magnifier – make the desktop larger than the display, and the contents larger as well; it includes the ability to scroll around on the larger desktop.
  - Increase cursor and pointer sizes - to make them easier to find.
  - Change mouse pointer speed, double-click speed, etc.
  - Cortana – as mentioned earlier.

- For more information, check out this website:

Active hours

- Sometimes, Windows tries to update while you are busy on the computer.
- To remedy this, you can set your active hours, and Windows will apply updates outside of those hours (assuming the computer is turned on).
  1. Press the button;
  2. Select Settings (⚙) > Update & security > Windows Update;
  3. Select Change active hours.
  4. Choose the start time and end time for active hours, and then select Save.

Oh, and one more thing ...

- One of my rules is, “you can never have enough Windows desktop space.”
- If you are interested in creating customized, expanded work layouts, take a look at the website [https://www.howtogeek.com/197625/how-to-use-virtual-desktops-in-windows-10/](https://www.howtogeek.com/197625/how-to-use-virtual-desktops-in-windows-10/)