

Computer Corner

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Windows Keyboard Shortcuts

There is a sequence of keys on your keyboard, which allows everyone to work a bit more efficient. These are Windows Shortcut Keys. The WINDOWS key is usually the second bottom key in from the left on a standard keyboard with a picture similar to the Windows logo. There are a number of special key combinations to accomplish tasks, and you can create your own shortcut keys.

Here are some shortcut combinations:

- Alt-Spacebar-C Close active window (also accomplished with Alt-F4)
- Alt-Spacebar-N, R, X N-Minimize, R-Restore, X-Maximize active window
- Alt-Tab Show and Switch between open windows
- Windows-D Minimize/maximize all open applications
- Windows-E Open Explorer
- Windows-F Open the find dialog box
- Windows-R Open the run dialog box

Visit: <http://www.pctechshop.com/msshortcutkeys.html> to learn about Shortcut Keys

Create your own shortcut keys by visiting: <http://www.microsoft.com/enable/products/winkeyboard.aspx>