Windows Tips and Tricks – New series Starting 1/11/16

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Windows Tips and Tricks
The Windows Key

What can you do with the Windows Key?

- ⊞ Opens or closes the Start Menu
- ⊞ + E Opens the File Explorer
- ⊞ + L Locks the computer
- ⊞ + a number opens the program on the taskbar with the numerical location selected
- ⊞ +R opens the Run Command
- ⊞ + Right Arrow Maximize the windows to the right side of the screen
- ⊞ + Left Arrow Maximize the program to the left side of the screen
- ⊞ + Up Arrow Maximize the Windows
- ⊞ + Down Arrow Minimize the Window
- ⊞ + Tab Cycle through the running programs in Aero.
- ⊞ + Pause Display the System Properties Box
- ⊞ + U Open the Ease of Access Center

New commands in Windows 10

- ⊞ +A Open the Actions Center
- ⊞ + S Open Search
- ⊞ + Prt Scr takes a screen shot
- ⊞ + Ctrl + D Add a virtual desktop
- ⊞ + Ctrl + Left Arrow Move to the virtual desktop to the left of the current one+
- ⊞ + Ctrl + Right Arrow Move to the virtual desktop to the right of the current one

Windows Tips and Tricks
The Ctrl (Control) Key

What can you do with the Ctrl Key?

Ctrl + A — Selects everything on the page, similar to taking the cursur and highlighting everything

Ctrl + C — Copies whatever you previously selected

Ctrl + F — Opens a dialog box to find something on the page. This works in any application including Word, Internet Explorer, Firefox, etc

Ctrl + P — Print

Ctrl + S — Save

Ctrl + V — Paste. Used mostly with **Ctrl** +C

Ctrl + X — Cut

Ctrl + Z — Undo

Using the Ctrl key in documents and email:

Ctrl + B — Bold the highlighted text

Ctrl + I — Italicize highlighted text

Ctrl + U — Underline highlighted text

Windows Tips and Tricks
Mouse Tips

Ctrl+ Rollerball   Will enlarge or reduce the size of a page.

Double Click   In a document or web page will select a single word

Double Click & Drag Will select text over the range you drag

Triple Click   In a document or web page will select an entire paragraph

Right Click   Will bring up the properties menu for an item

Shift + Click   Allows you to select text from a beginning point to an end point

Ctrl + Click   Toggles items in a list on or off.

Click and Drag   In a document it can be used to move text. Begin by selecting the text to move, position the mouse in the text area then click and drag to the new location.

Maximize or restore a Window by double clicking its title bar.

Click and drag a title bar to the top of the screen to maximize

Click and drag a title bar to the left or right edge of the screen to make the Window ½ size on that side of the screen.

On a web page push down the scroll wheel and move down or up then release. This will cause the screen to scroll automatically. The farther up or down you move the mouse will determine the speed of the scrolling.

Customize your mouse settings. In the control panel open the mouse settings. From here you can change much of the functionality of your mouse. If you have trouble clicking twice you can change the speed of double clicks. If you are left handed you can change the buttons so left becomes right and right becomes left putting the button under your index finger as the primary button. You can also change the appearance of the mouse pointer on screen by changing its size and color. There are a large number of other customizations available depending on what your mouse supports.

Presented by Jim Tubb, March 14, 2016

Windows 10 Tips and Tricks
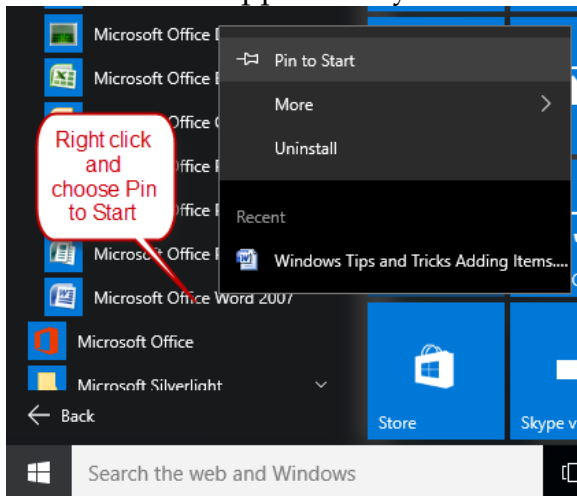## Adding Items to Start, Task Bar & Desktop

<u>The Tile Menu</u>: Use this for frequently used programs. For example, if you use Word then pin   it to the Tiles area.
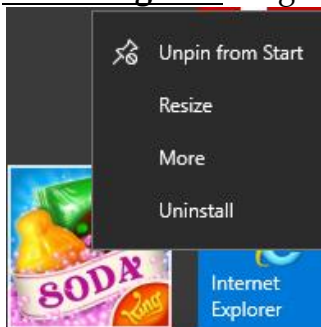
<u>Adding Tiles</u>

1. Click on the Start icon
2. Browse to the Application you wish to "tile", right click and choose Pin to Start

<u>Moving tiles:</u> Click and drag to the location you wish

<u>Removing tiles</u>: Right click and choose Unpin from Start


<u>Resizing tiles</u>: Right click and choose Resize

<u>Edit the tile group</u>: If you'd like to group certain tiles together into a special group, click the double lines next to the group and enter text into the box:
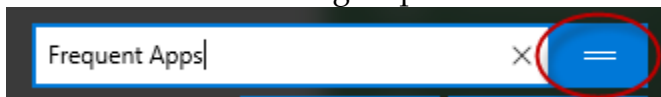
<u>**The Task Bar:**</u> If you're looking for a one-click way to start programs, add them to the Task Bar.
1. Click the Start button
2. Click All Apps and scroll down to the program you wish to pin
3. Right click, click More, click Pin to Taskbar
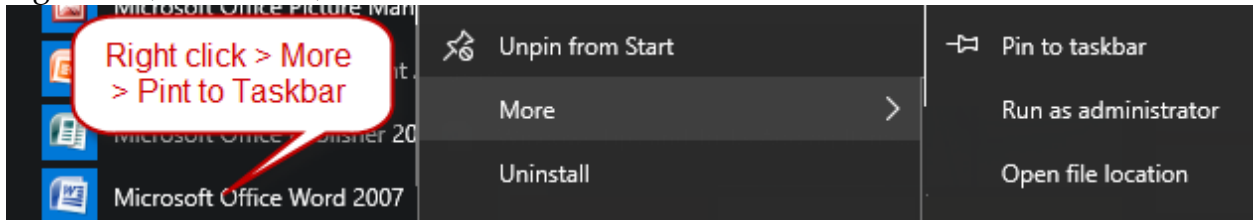
4. Consequently, if you wish to remove a pinned item, simply right-click on the icon and choose Unpin from Taskbar

If you want to change the location of the taskbar from the bottom of the screen to either the top or sides of the screen, unlock the taskbar by right-clicking on a blank part of the bar, click on Lock the tackbar. Now click on a blank part and drag it to the top or sides of the screen.

The Desktop: Adding shortcuts to your desktop is a convenient way to get to your favorite programs quickly.
1. Click the Start button
2. Find the app or program you want to create a shortcut of
3. Click and drag it to your desktop

Pinning a website link to the Desktop takes a couple of steps:
1. Using Edge, go to the website you'd like to create a shortcut to
2. Click the three dots in the upper right of the screen and click on Pin this page to Start
3. Click on the Start button, find the new tile that was just made and drag it to your desktop
4. However, if you're using Firefox, Chrome or Internet Explorer, just click to the left of the address and drag to Desktop
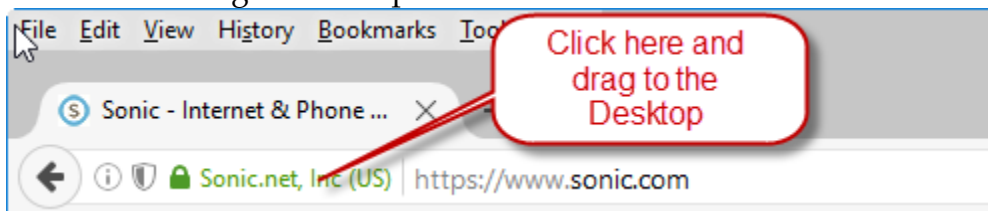
Presented by Ross Guistino, April 11, 2016

Windows Tips and Tricks
The Function Keys

The function keys reside across the top of your keyboard. If you have a laptop you may not have separate function keys. Those function keys are accessed by holding down the function key (usually located at the bottom left of your keyboard) and hitting the number that corresponds to the function key you want.

Windows has a defined set of values for some function keys but some programs have their own defined functions.

Here is a list of useful function key functions, F1, F3, F5 and F11 are the most useful.

F1 This is almost always Help. Pressing this key will bring up a help menu for the program you are using.

F2 In windows File Manager (Windows Explorer) this will rename a selected file, folder or icon.

F3 In many programs and in the Windows File Manager (Windows Explorer) it will begin a search. After a hit for your search term use F3 again to get the next instance of your search term.

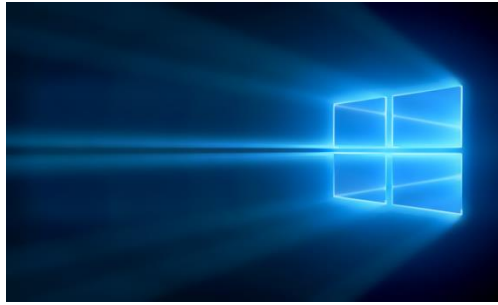Alt + F4 Closes the currently active program

F5 In browsers it will refresh the page. In Office programs it will open the find and replace Window.

F8 In Windows 7 it is used to get to the menu to start safe mode if pressed during boot up.

F11 Toggles a browser window between full screen and menus.

Presented by Jim Tubb, May 9, 2016

Windows Tips and Tricks
The Desktop

Are you stuck with the default Desktop picture? NO!
- Open any existing picture > right click > Click Set as Desktop Background
Or go to a website (using Firefox or I.E.), open an image > right click > Click Set as Desktop Background
- If using Chrome or Edge, you must first save the picture as a .jpg using right click > Save image as, then open the .jpg and right click
- This trick work in Windows 7, 8.1 or 10

Using your personal photos as a Screen Saver
- This trick works only if you have your pictures in one central location, preferably the Pictures or My Pictures
- Go to your desktop > right click on a blank spot > click Personalize > then one of the following:
    o In Windows 10: Click Lock Screen > Choose Screen saver settings > Under Screen saver choose Photos from the Dropdown list > Choose number of minutes to wait until the screensaver turns on after no activity on the keyboard or mouse > Click the Settings button > confirm that Pictures folder is selected > Click Save then OK
    o In Windows 7: Click Screen Saver > Under Screen saver choose Photos from the Dropdown list > Choose number of minutes to wait until the screensaver turns on after no activity on the keyboard or mouse > Click the Settings button > confirm that Pictures folder is selected > Click Save then OK

Using your personal photos as a continually changing Background instead of a static picture on the background:
- Go to your desktop > right click on a blank spot > click Personalize > then one of the following:

- o In Windows 10: Under Background choose Slideshow > under Choose albums browse and click on Pictures folder > choose time sequence to change picture (1 minute, 10 minutes, 30 minutes, etc) > choose to shuffle the pictures or bring them up in sequence > choose to fill the screen or center, etc. > Close the Settings window
- o In Windows 7: Click Desktop Background > Choose folder to pick pictures from (Pictures folder) > Click how long to wait before the background pictures changes > Save changes

Want to change how your pointer (curser) looks?
- Go to your desktop > right click on a blank spot > click Personalize > then one of the following:
  - o In Windows 10: Click Themes > Mouse pointer settings > Pick a scheme from the dropdown list. Make your pointer bigger is the common setting to change.
  - o In Windows 7: Click Change mouse pointers from the left column > Under Scheme choose from the dropdown list.

Presented by Ross Guistino 6/13/16

Windows Tips and Tricks
Screenshots

Do you ever wish you could copy all or part of your screen? What about that error message that you want to have someone help you with or that cute picture of a funny cat? Here are several ways to do it.

Print Screen method.

The Print screen key was added to the keyboard back in the good old days of DOS. When windows came along it developed additional capabilities. In all Windows versions using the PRTSC key will copy your entire screen to the clipboard. You can then open a program such as Paint, Word or your e-mail and paste it in. Using the ALT key with the PRTSC key will copy just the active Window to the clipboard and you can paste it wherever you want.

The Snipping Tool

Sometimes the PRTSC method gives you more than you want. That's where the Snipping Tool comes in. The Snipping Tool was introduced in Windows 7 and is available in all successive versions.

Start the snipping tool and select New. Your cursor will change to a crosshair. Put the crosshair in the upper left corner of what you want and click and drag to the opposite lower corner. Release the mouse button and your snip will be on the clipboard as above.

Windows 10 Screenshot

Windows 10 added a new feature called screenshot. If you hold down the Windows key and hit PRTSC it will send your entire screen to a picture stored in Documents\ Pictures\ Screenshots. You can then use this picture as you would any other. This removes the need to do a paste command to see your picture.

Windows 10 Movie Screenshot

Sometimes it would be convenient to have a movie of what you are doing to show someone. By using the built in Game Bar you can take a movie of what you want to screenshot. Begin by holding down the windows key and hitting the G key. You will be asked if this is a game. Lie and say yes. Press the red record button and begin working. When you are done press the red record again to stop recording. Your recording will be saved in Videos \ Captures.

Presented by Jim Tubb, September 12, 2016

Windows Tips and Tricks Jump lists

Beginning with Widows 7 Microsoft added jump lists to taskbar items. As you use any program pinned to the taskbar Windows keeps a list of the activities by that program. By default Windows keeps the last 10 items in the list in order with the most recent at the top of the list. After 10 items when a new item is added the bottom item is removed from the list. Jump lists are maintained for all programs that save files and for programs such as web browsers where recent websites are listed.
To access the jump list right click the programs icon in the task bar (Hint: If you have a touch screen holding the touch for a moment is the equivalent of a right click). This will display the list. Click on the item you want and that will go to that page in a browser or open a document in the appropriate program.
Additionally, items can be pinned to the list so that they are always there. To pin an item to the list point to it and click on the pin icon on the right side. To unpin an item from the list point to it and click the pin icon.

Pinned items

Recent Items

Presented by Jim Tubb. November 14, 2016
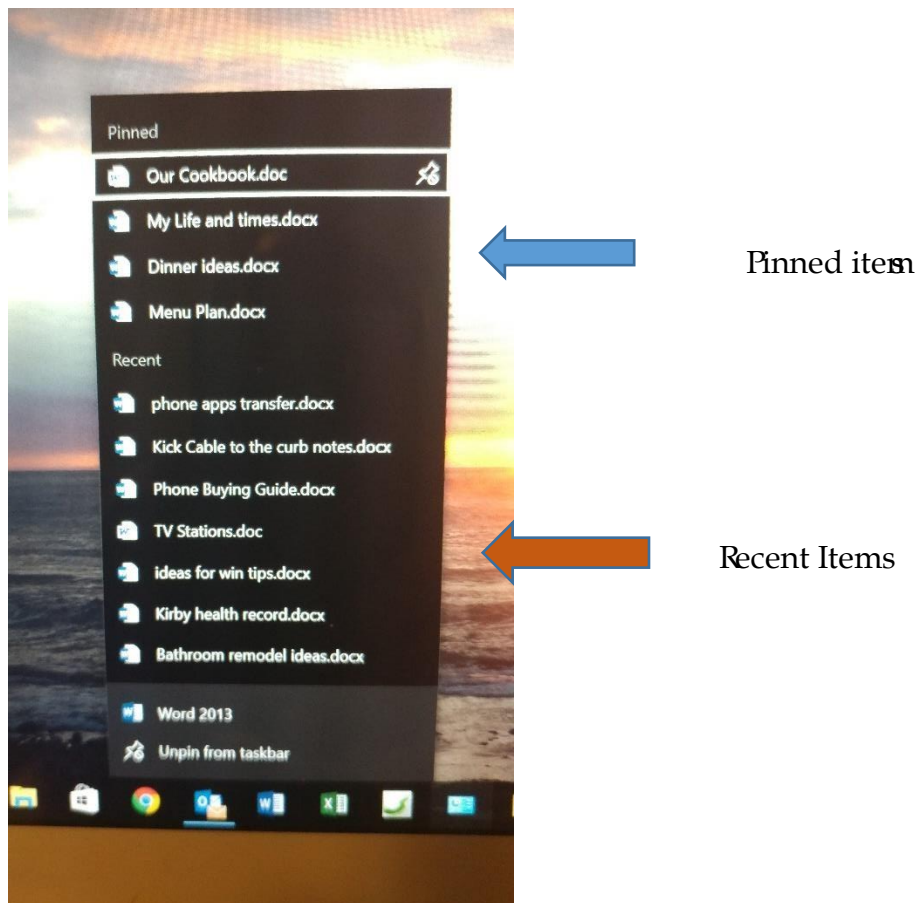
Windows Tips and Tricks Sleep and Hibernate

There has long been a discussion as to whether it is better to turn your computer off or leave it on. Windows has some tools to help solve (or further complicate) the issue.

Instead of shutting your computer down there are two other choices, Sleep and Hibernate.

Sleep mode uses just enough electricity to keep your computer's memory active while turning off your video and hard drive. This allows you to almost turn it off but all of your active programs stay open where they were. If you were in the middle of a word processing document and had found a web page you were looking for you will come right back to those when you wake up your computer. Most manufacturers claim their systems go to about 1 watt of power usage in sleep mode.

Hibernate is a combination of sleep and turning your computer off. It takes a snapshot of the status of your system and saves it as a file. It then turns your computer off. When you turn your computer back on it boots from that snapshot file which results in your computer coming back to the state it was in when you hibernated, so any open programs and files at shutdown will be open after you restart.

Sleep and Hibernate can be activated from the start menu shut down key (Windows 7) and from the power icon on the Windows 10 start menu. All windows computers also have the ability to enter sleep mode after a period of inactivity which you can set for how long you want to wait before it happens.

If your computer is in sleep mode it can usually be awakened by hitting a key on the keyboard or moving your mouse while some systems require you to press the power switch. If your system is brought back from sleep mode it will come up in far less time than if you turned it off and booted from scratch. If you are going to hit a key it is advisable to use a non-functioning key such as Ctrl, Alt or the shift key. These will register with the system but they will not get passed through. Using a functional key can pass that key through to the system when it restores so if you were on a web page that was asking if you wanted your identity stolen and you used the enter key to wake your system you will have just agreed to the on screen question.

If your computer is in hibernate mode you must press the power switch just as you would to start after a normal shutdown. Generally your system will come back faster and any open programs as shutdown will be restored in their previous condition.

If you are going to use sleep or restore while you have active work such as a word processing document or a spreadsheet it is a good idea to save it before entering sleep or hibernation. Today's systems do a good job of coming back but there is still the occasional hiccup where things don't go as planned.

Bonus Tip: Your power button doesn't really control your power, it simply notifies your system that a power change is needed. If your system totally freezes you need to hold your power button down for at least 6 seconds to force a turnoff. Depending on how your system is configured just pushing the power button may initiate a shutdown or put your computer to sleep. The actual action can be set from your systems screen saver settings.

Presented by Jim Tubb, March 13, 2017