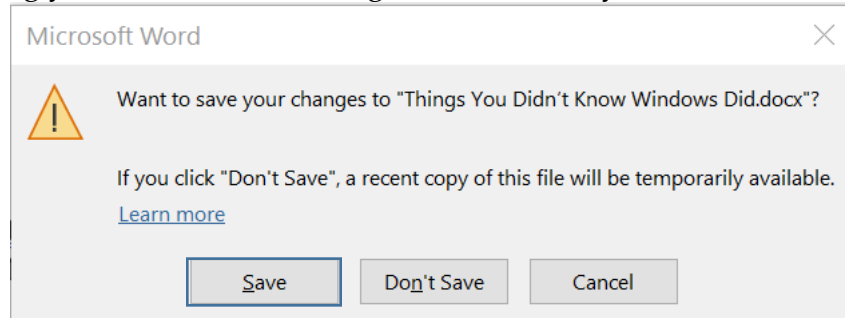


Windows Tips and Tricks

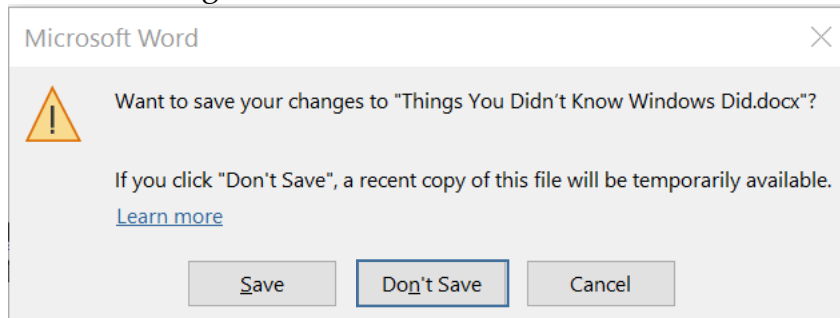
Things You Didn't Know Windows Can Do

1. Use the enter key on your keyboard to select an answer in dialog boxes. When a program presents you with a dialog box (something like "save?" you can answer without using your mouse. The dialog box will usually have one answer set as




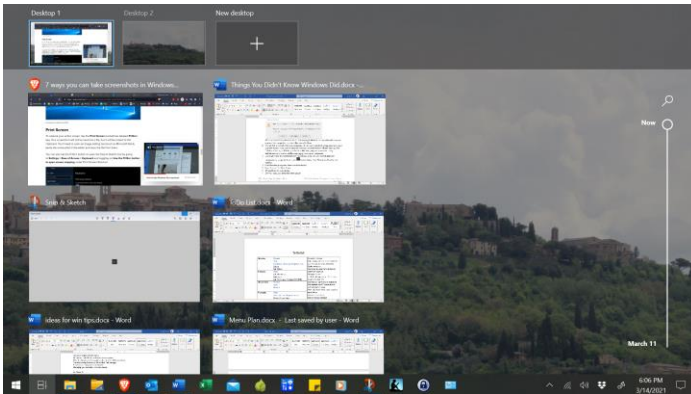
the default.

It will be indicated by a box around one of the buttons, in this case Save. To select that answer just hit the Enter key on your keyboard. If you want one of the other choices look for the underlined letter on the button. If you wanted to select Don't Save just type the underlined letter in the button, in this case n and that will be the same as clicking the Don't Save button. Alternatively you can use the Tab key to move through the choices, then hit enter when the button is selected.



When a choice includes Cancel (In this example there is no underlined letter) you can use the escape key to select the cancel button.

2. Use Alt + Tab to switch between open programs. If you have multiple programs open and want to switch from one to another you can hold down the Alt key and tap the Tab key. One tap will take you back to the last program you were using. Additional taps will scroll through all your open programs.
3. Use Task View to switch between programs. You can also switch between programs by using the task view icon  located near your Windows Start.



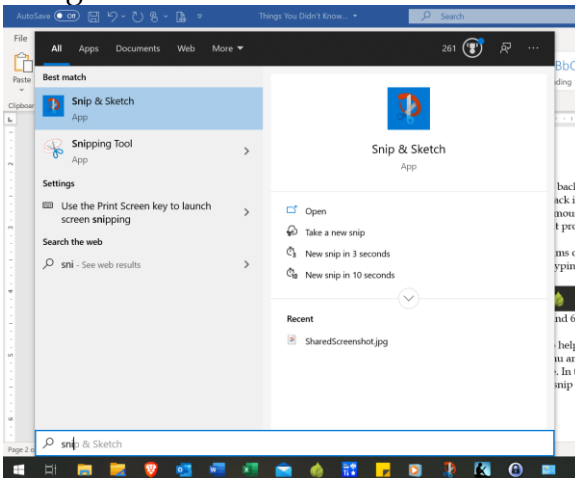
This will pop up your open programs as well as allow you to go back to things you used in previous days. Use the slide bar on the right to go back in time. When you see the program you want, click it with your mouse. Another trick is to use it to open a second desktop to move programs from your main screen.

4. Start taskbar programs from your keyboard. The first ten programs on your taskbar can be opened by holding down the Windows key and typing the number of the program from 1 to 0.



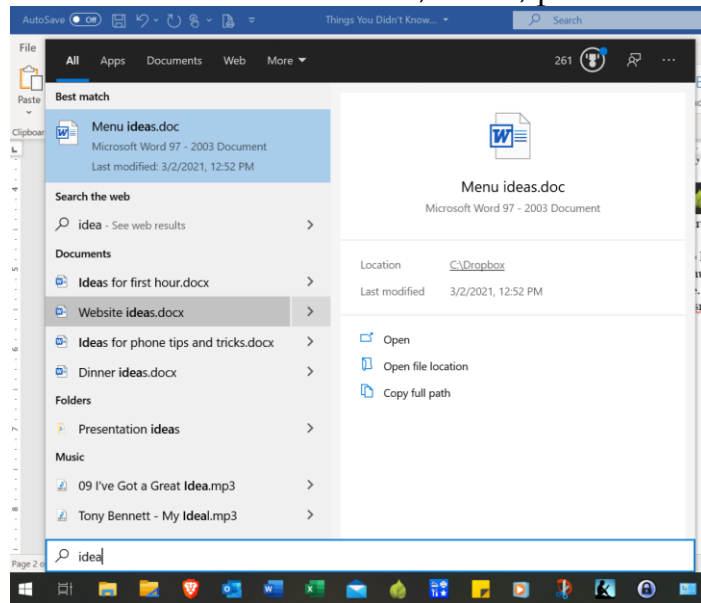
in this case to open Excel the key combination is Windows key and 6. The media player icon is number 11 so it can't be opened in this fashion.

5. Search from the Start Menu. Windows 10 came with Cortana to help with searches. Now you can skip that and go straight to the Start Menu and begin typing. If you want to open a program just start typing its name. In this example I wanted to find the Snip and Sketch program so I begin typing sni and windows will give me a result with that few letters.

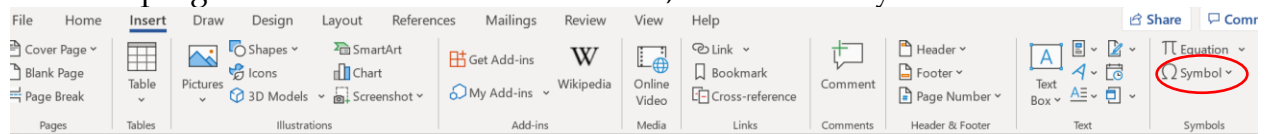


Once you see the program you want just click on it.

You can also find documents, music, photos and do web searches.

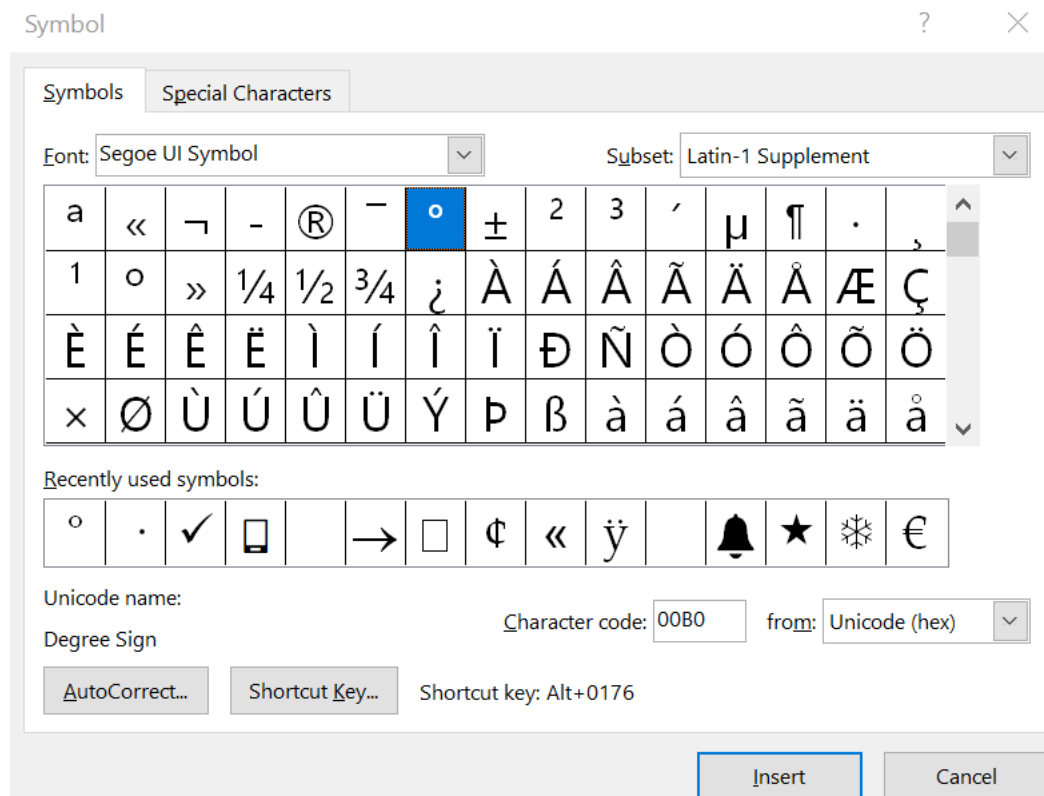


6. Do math in the start menu. If you need to do a quick math problem you can do it from the start menu. Open start and just type your problem. It will give you the answer and give you the opportunity to open the calculator with the solution in it.
7. Do web searches from the start menu. You can also do a web search in the start menu. Open start and type your question. You will get the search results in Bing.
8. Check the weather from start menu. Click the Windows Start icon and type “What is the weather” and hit enter. Windows will show the local weather in a Bing result.
9. Add symbols to documents. If you need foreign language characters or other symbols, but it isn't on your keyboard, you have two methods available. In Office programs select the Insert menu item, then choose Symbol.



This will open the symbols box showing recent symbols you have used. If the character you want isn't in the list, click on More Symbols. This will open the Symbol selection window. Depending on the symbol you want it may be available in the font you are using but some symbols are not part of the normal character set. If you don't find what you want in the (normal text) character set, you can find additional items in one of the other fonts. Many symbols are found in the Symbol font, but even more are in the Segoe UI Symbol font. Start with the Latin-1 Supplement in the subset area but look at some of the other subsets if you

have a specific need such as mathematical notation.



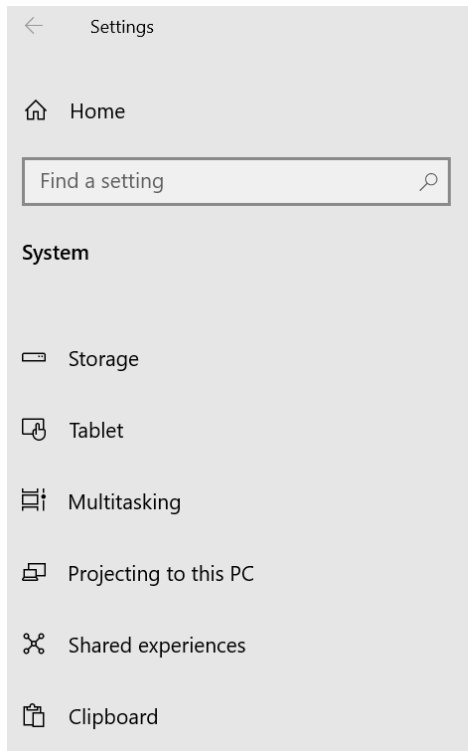
Once you have selected the character you want, click on Insert to place it in your document.

If you use Libre Office or Open Office the procedure is slightly different. Click on insert on the menu bar and then select Special Character from the drop-down menu. This will bring up a selection box.

Additionally the fonts Wingdings, Wingdings 2, Wingdings 3 and Webdings have extra symbols.

If you are using another program to create in that doesn't have an insert symbol menu offering, such as email, you can use the Character Map to find the symbol you want. Click the Windows Start icon and type Character Map. Usually by the time you type Chara it will show the Character Map as a choice. Click on this and the character map will open. Choose the font that has the character you want and click on select. When you have the characters you need, click on copy, then return to your workspace and paste the character into your document. The character map also has a search box which can help you to find what you want. Just type a descriptor such as Euro or arrow to see characters that match.

10. Paste older items from your clipboard. To start with you must enable the feature. Open Settings and then System. Select Clipboard and turn on Clipboard History.



Clipboard

When you copy or cut something in Windows, it's copied to the clipboard for you to paste.

Clipboard history

Save multiple items to the clipboard to use later. Press the Windows logo key + V to view your clipboard history and paste from it.

On

Sync across devices

Paste text on your other devices. When this is on, Microsoft receives your clipboard data to sync it across your devices.

Off

[Privacy statement](#)

To paste saved clipboard items, use the Windows key + V. This will provide you with a list of recent clippings. Release the keys and click on the item you wish to paste.

This will even work across multiple devices (desktop and laptop) if you are using the same login for both, and you have enabled Clipboard history and Sync across devices on both. This would allow you to copy something on your desktop and paste it on your laptop.