



Tuesday TechTip:

Do you often have multiple applications open at once?

If you answered yes, you may find today's TechTip extremely helpful. Did you know you may navigate multiple windows without using your mouse?



ALT + TAB Keyboard Shortcut:

ALT + TAB is a quick keyboard shortcut to navigate through open windows.

1. Press and hold the ALT key .
2. While ALT is pressed down, hit the TAB key .
3. A special *task selection* window appears the first time TAB is pressed when the ALT key is held down.
4. Press and release the TAB key repeatedly to cycle the cursor through a list of open windows. The cycle progresses to the right.
5. The *release of the Alt key* closes the *task selection* window and switches to the selected task.

For advanced users:

Utilizing the ALT + TAB shortcut above, you may navigate opens windows cycling to the left by holding the SHIFT key down when clicking the TAB key. Follow the steps below.

1. Press and hold the ALT key .
2. While ALT is pressed down, hit the TAB key .
3. A special *task selection* window appears the first time TAB is pressed when the ALT key is held down.
4. Press and hold the SHIFT key.
5. Click the TAB key to cycle the cursor through a list of open windows to the left.
6. The *release of the Alt key* is the act that closes the *task selection* window and switches to the selected task.

[Click here to check out archives of all TechTips](#)

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>