









## Tuesday TechTip:

### **Can life without your mouse increase productivity?**

Becoming an expert at keyboard shortcuts may not be at the top of most people's to-do list; however, there is something to be said for learning a few tricks of the trade to get you by or save a few precious moments of your day.

### **Let me introduce you to the Windows key:**

The windows key is located at the lower left hand corner (on some keyboards also the lower right hand corner) of your keyboard, between the CTRL and ALT keys. It can be identified by the Microsoft's signature windows symbol ():

		Opens the Start menu
	+ M	Minimizes all windows
	+ SHIFT M	Undo minimize all windows
	+ F	Opens the Find window
	+ TAB	Cycles through items on the task bar
	+ L	Lock your computer
	+ E	Opens Windows Explorer (not to be confused with Internet Explorer, Windows Explorer provides access to your file systems, such as My documents, network drives, etc)

### **Internet Explorer shortcuts:**

While in Internet Explorer there are many shortcut keys available to enhance your browsing experience. Next time you are on the internet, try out the ones below!

CTRL + D	Add current site to your favorites
ALT + A	Open list of favorites
CTRL + E	Open the Search bar
ALT + D	Select the Address bar
CTRL + ENTER	Add 'www.' to the beginning and '.com' to the end of the text typed in the address bar.
ALT + ENTER + click link	Open website in a different window
CTRL + W	Close the current window

F5	Refresh window
ALT + SHIFT + TAB	Browse through open windows. As you hold down the ALT + SHIFT keys you may switch between windows by clicking the TAB key.

**Check out this Windows Interactive Keyboard.**

On the keyboard, click on any key to learn more about its function!

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