





Windows: Keyboard Tips & Shortcuts – Part 1

I'm only going to give you two shortcuts – because I think there's a better chance that you'll actually use them if I don't overwhelm you. Baby steps.

#1 – You have a bunch of programs running and you'd like to switch to a particular one. But there are so many running, it takes too much time to toggle between them all using [SHFT][TAB].

Hold down your  key (bottom row of your keyboard) and while you're holding it down...tap the [tab] key once.

All your program windows will become windows will be listed – so that you can see whatever one it was that you wanted to switch to – and click on it.

If you decide not to switch programs and want to go back to where you were working – just press  [TAB] again and you'll be back in your original program.

#2 – Maximizing a window. Typically, mere mortals click the MAXIMIZE button (shown here) at the top-right corner of the program window that they are trying to maximize.

Instead of aiming at that small square, just double-click any part of the TITLE BAR of the program (that you want to maximize).

