Windows 10: Two Nifty Shortcuts

Tip #1: Short and sweet

We often work on multiple documents (and programs, of course) at once.
The next time you need to open another (second, third, etc.) document in a program (like Word or Excel or File Explorer) that is already running:


1. Point the mouse at the icon down on the Taskbar.
2. Click your mouse wheel (the little wheel between the two buttons on your mouse) – or your middle mouse button. Or: hold down the [SHFT] key as you click on the program icon (on the Taskbar).
3. Voilà – another (Word or Excel or File Explorer) document has opened up for you.

Tip #2 (better!):   Quickly jumping between folders/drives when Opening or Saving File

If you are tired of having to maneuver between various drives and folders when in Windows' File Explorer or when using the OPEN or SAVE AS windows in Word, Excel, PowerPoint or Access – add your most used folders to the QUICK ACCESS folder list:

1. In the OPEN or SAVE AS window of Word or Excel, maneuver to a folder that you want to add to your Quick Access. You must be "in" the folder (ie. it must be the last folder listed at the end of the path at the top of the window.
2. Point to the QUICK ACCESS folder at the top of the left-hand panel (you may have to scroll upward to see it) and RIGHT-CLICK.
3. Choose the option PIN CURRENT FOLDER TO QUICK ACCESS.
4. A shortcut to that folder will now appear under QUICK ACCESS – and so will only ever by a single mouse click away!
5. Go add some more folders – even ones located on other (ie. network) drives – to your Quick Access. It will save you sooo much time and clicking.
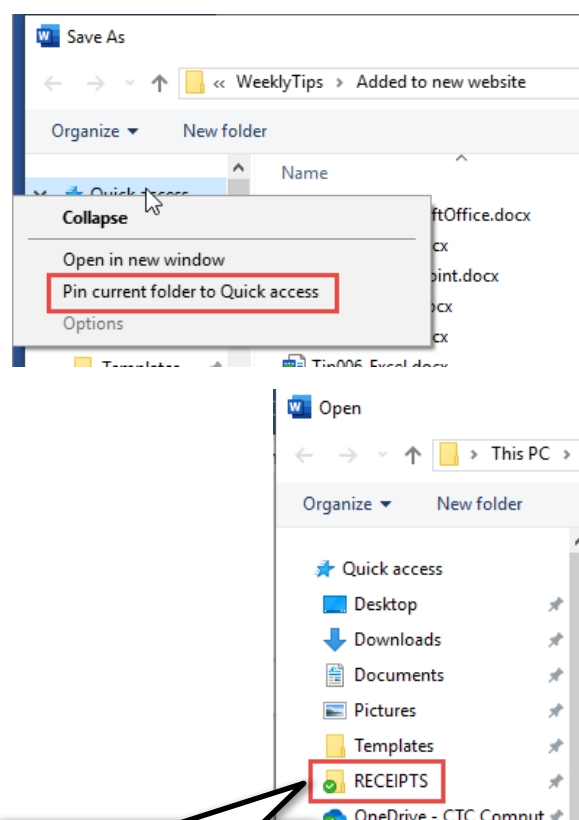
There you go...your new Quick Access shortcut!