



## Random Computer Tips and Tricks with Regina Burgess

You can submit questions and comments via the Chat box. Today's presentation is being recorded and will be provided within 48 hours.

If you have technical difficulties, please try logging in again. If that doesn't work, please call 1-800-263-6317 to speak to a Go to Webinar representative.



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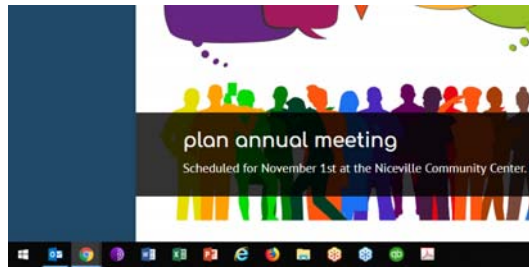
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### Launch taskbar programs with your keyboard



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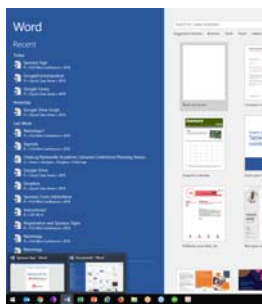
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### Launch a program again



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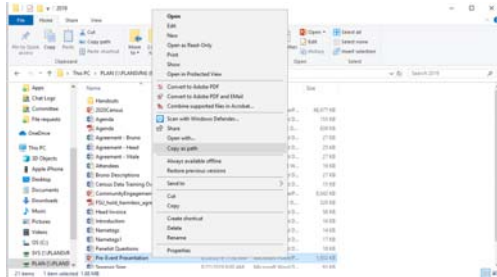
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### Copy a file path to the Clipboard



"P:\FLA Mini Conference\2019\Pre-Event Presentation.pptx"

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### Oops! Moved a file to the wrong folder



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### Pin files to their programs in the taskbar



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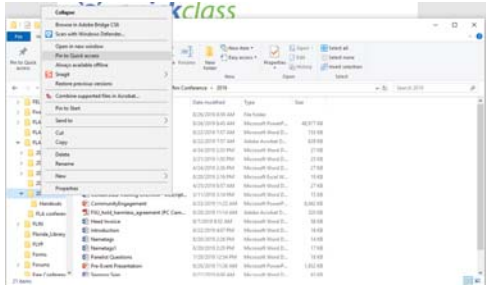
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### Add folders or files to Windows Explorer's Quick Access



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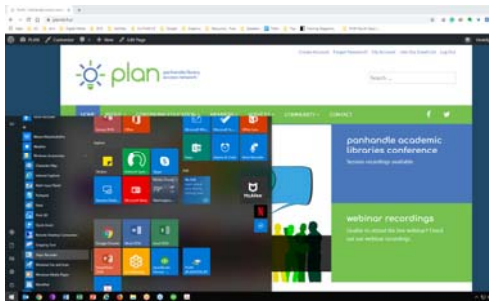
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### Record steps to reproduce a problem



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### Minimize all but one window to the taskbar



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Accidentally closed a browser tab?



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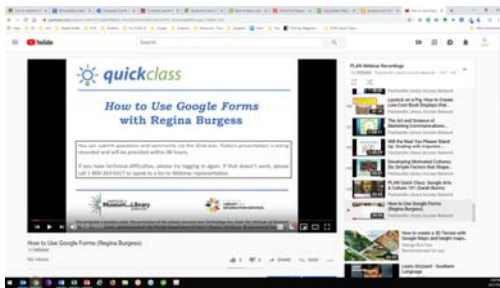
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YouTube shortcuts



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Subscript and superscript

Sub<sub>script</sub>

Super<sup>script</sup>

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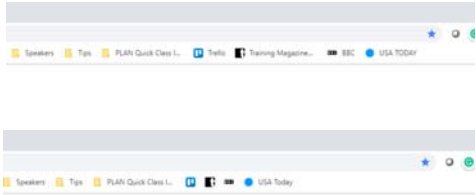
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### Fit more on the bookmarks Bar



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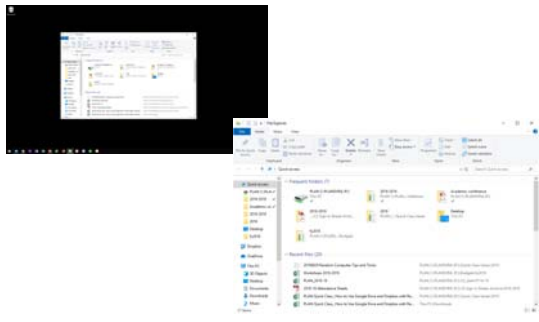
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### Screenshot of active window only



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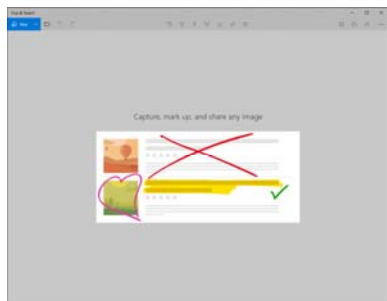
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### Snip & Sketch



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### Character map



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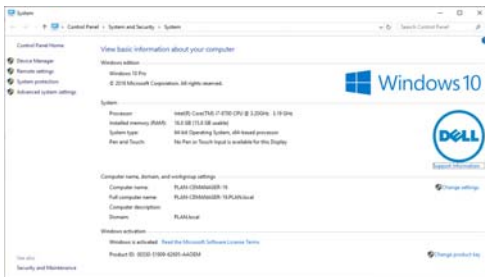
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### System information window



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### Scroll webpages with the spacebar



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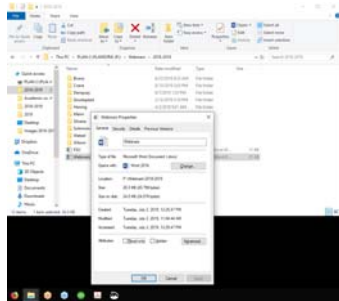
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### See a file's properties quickly



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### Common keyboard shortcuts you may not know

Description	Shortcut
Select the entire page	Ctrl-A
Copy selected information	Ctrl-C
Cut selected information	Ctrl-X
Paste copied information	Ctrl-V
Open a file	Ctrl-O
Save a file	Ctrl-S
Undo the last operation	Ctrl-Z
Redo the last operation	Ctrl-Y
Find text in the current page	Ctrl-F
Minimize all windows	Ctrl-M
Open a new browser tab	Ctrl-T
Close the current browser tab	Ctrl-W

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### More common keyboard shortcuts you may not know

Description	Shortcut
Switch between open apps	Alt-Tab
Exit the active app	Alt-F4
Lock your PC	Windows-L
Display/hide the desktop	Windows-D
Search for file/folder in Windows Explorer	F3
Refresh the active window	F5
Open Start	Ctrl-Esc
Open or close Start	Windows key
Open Settings	Windows-I
Open Search	Windows-S
Open the clipboard	Windows-V
Change size & appearance of file and folder icons	Ctrl-mouse wheel

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