

Use the Windows Key to do things faster

The Windows Key on the keyboard (the 'flag key', normally between Ctrl and Alt), is a very under-used one, although this key can be used to save a lot of time while working with Windows.

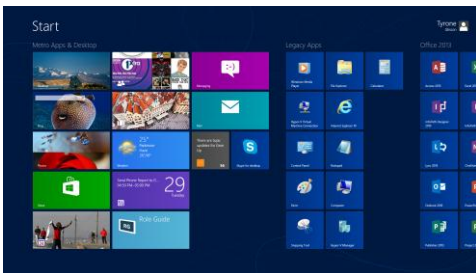
Hold down the Windows Key and press the following combinations, and see if any of them will save time in your daily work:



[Win] + D	Show Desktop
[Win] + E	Open Explorer (My Computer)
[Win] + F	Search for Files
[Win] + L	Lock The Computer
[Win] + R	Open the Run Dialogue
[Win] + X	Open Advanced Taskbar Options
[Win]+[Pause]	Open System Properties

Windows 8 Shortcuts

Windows 8 has even more shortcuts designed to make your daily tasks quicker and easier. Try these on your Windows 8 PC:



[Win] + C	Show Charm Bar
[Win] + [Tab]	Cycle Through Open Windows Store Apps
[Win] + Z	Open App-Specific Commands
[Win] + [PrtSc]	Saves a Screenshot to the Pictures Folder
[Win] + Q	Search for Apps and Programs on the PC



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