

Windows & Office Productivity Tips

Save Time and Energy Using Your Computer



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Windows & Office Productivity Tips

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Shortcuts Keystrokes for Windows, Office, I.E. and More

The following list contains shortcuts that can be used all over your computer to save you time and effort.

The Control Key



The **Control** key is your most powerful ally. Ctrl + some keys will allow you to quickly perform the most important, useful operations on your computer.

CTRL + A = Select All

CTRL + B = Bold selected content

CTRL + C = Copy selected content

CTRL + V = Paste copied content

CTRL + X = Cut selected content

CTRL + P = Print

CTRL + N = Create a New File

CTRL + S = Save

CTRL + Z = Edit> Undo

CTRL + I = Italicize selected content

CTRL + E = Center selected content (only some apps)

CTRL + Q = Quit active program

CTRL + U = Underline selected content

CTRL + O = Open a file in the active application

CTRL + R = Refresh browser

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CTRL + G = Group selected items into one

CTRL + T = Open a new Browser tab

CTRL + HOME = Top of a document or page

CTRL + END = Bottom of a document or page

CTRL + SHIFT + ESCAPE = Open Task Manager


CTRL + SHIFT + S = Save As


The Windows Key



The Windows or Start key does some very useful tricks.

 + **E** = Opens Windows Explorer


 + **D** = Minimize or Restore all open application windows

 + **L** = Locks your computer (Same as Ctrl + Alt + Del, then Lock button)

 + **R** = Open Run command

 + **F** = [Search](#) Files on computer

 + **U** = Open Utility Manager

 + **F1** = Help Menu

The **ALT** key is infrequently used, but it has a few gems up its sleeve.

ALT + TAB = Toggle between running applications

ALT + “any letter” = Show quick tasks in menus and toolbars (ALT + F opens the File Menu)

The Function Keys

F1 = Help Menu

F2 = Rename File / Folder

F4 = Repeat last formatting option in Office

F5 = Refresh Browser

F11 = Hide/Restore Browser toolbars

F12 = Print

Windows Explorer Tips

Make shortcuts to your frequently used folders and files

Place shortcuts to your frequently used folders in the Favorites folder (C> Windows>Favorites)

Quickly jump to your favorite

Drag files from Explorer to a document, email, etc.

Drag file attachments from an email or browser to a folder in Explorer

Keep two Explorer Windows open and drag and drop files between folders

Microsoft Office

F4 = Apply the last formatting command

CTRL + Z = Undo last action


CTRL + Y = Redo the action that was Undone

Right click on text to show formatting options. (Office 2007 & 2010)

Internet Explorer Shortcuts

These shortcuts will work in any browser on Windows.

Backspace = Go to the previous page

ALT +  = Go to the previous page

ALT +  = Go Forward a page

F5 Key = Refresh Browser

CTRL + R = Refresh Browser

CTRL + T = Open a new Browser tab

CTRL + Click a link = Open link in a new tab

SHIFT + Click a link = Open link in new Browser window

F11 = Hide/Restore Browser toolbars/menus

Right Click to copy or save an image

Scroll Wheel Click on a link to open it in another tab

Scroll Wheel Click on a tab to close the tab

Drag a tab out of the window to open that tab in its own window

Drag a tab from one browser to another to open the page in a different Browser

Right Click Options

Right Click

If you are in ANY application and are looking for a quick way to get something done, try the Right Click trick. Right clicking usually opens up a menu with several convenient options in most [software](#). This is a lifesaver lots of times.

When in doubt, Right Click!

Alt Key Options

Alt key

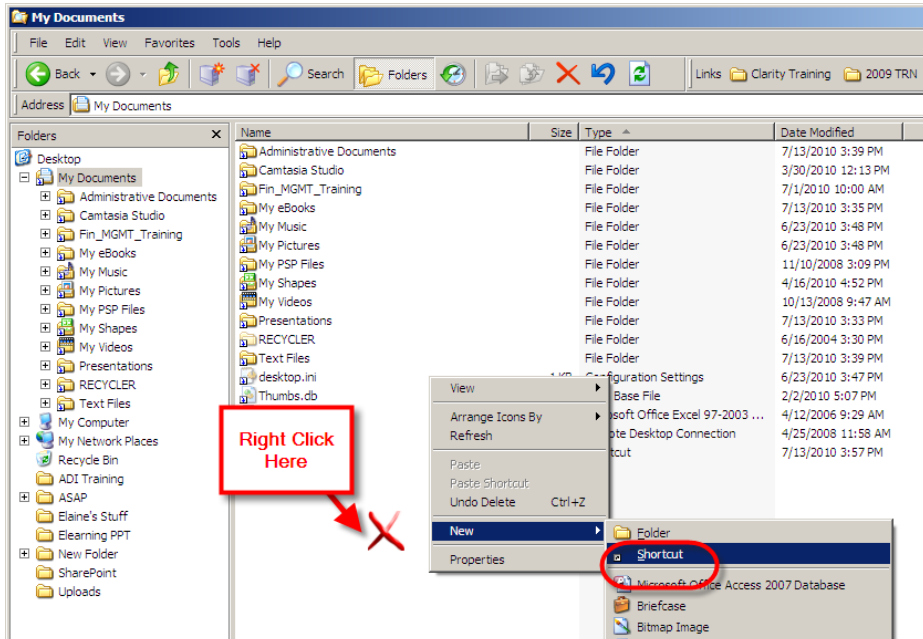
If you are in ANY application and are looking for a shortcut for any menu or button, try the **Alt** key. This will place letters and number over buttons and menus on your screen. Pressing **Alt** + a letter will run that command.

Using Shortcuts to Increase Speed and Convenience

Creating a Shortcut to any Folder

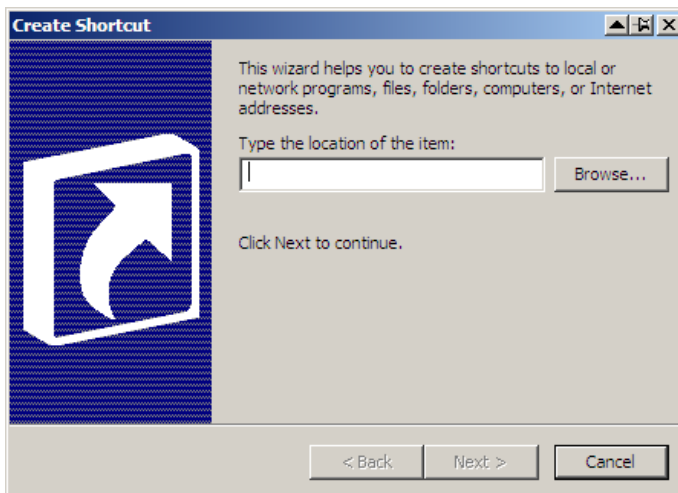
Open Windows Explorer (**Windows Key + E**)

Go to the **My Documents** folder.



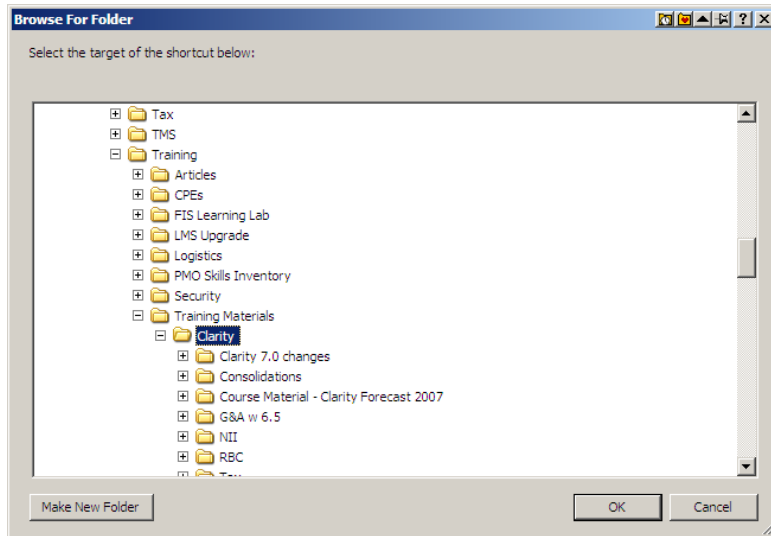
Right click in the white area of the My Documents folder and select **New > Shortcut** from the menu.

The **Create Shortcut** wizard will open.

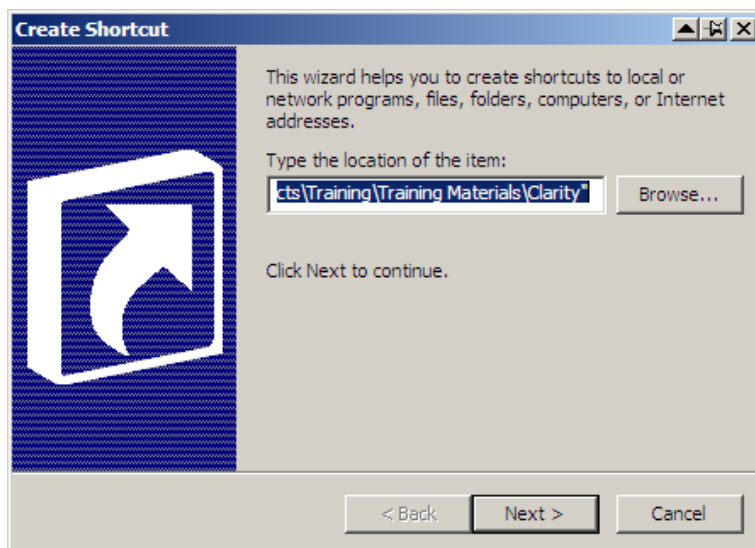


Click the **Browse** button to locate the destination folder for your shortcut.

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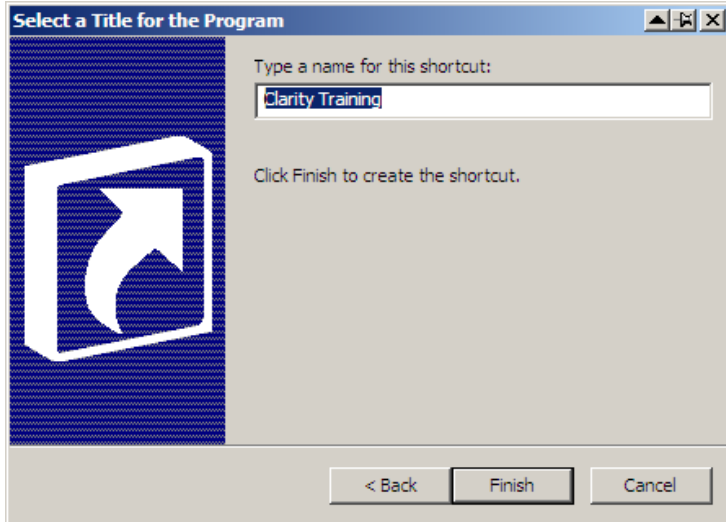


Drill down to your folder and click the **OK** button.
You will see the path to your folder.



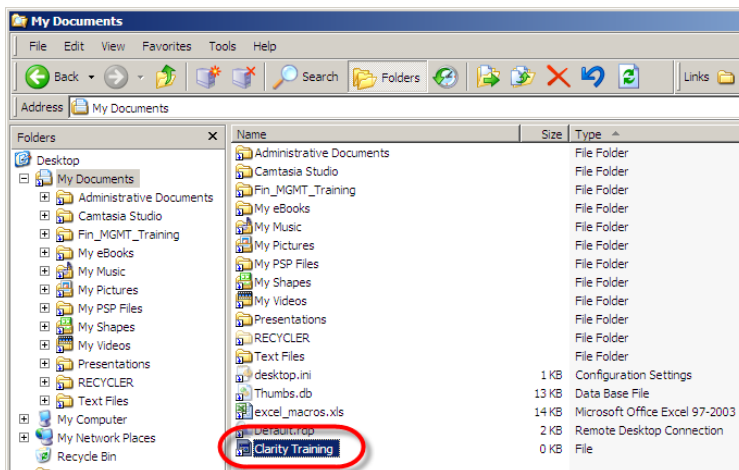
Click the **Next** button.
Give your folder a name.

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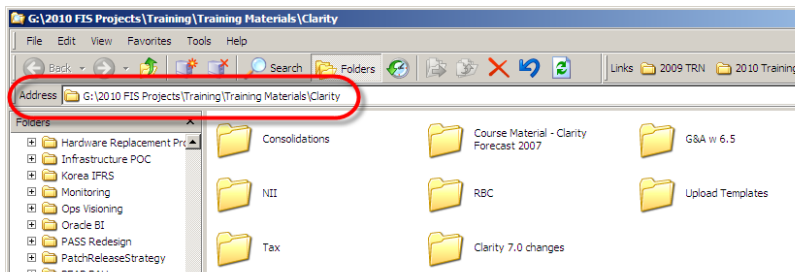


Type the name and click the **Finish** button.

The wizard will close and you will see your new shortcut in the folder where you started (**My Documents**).



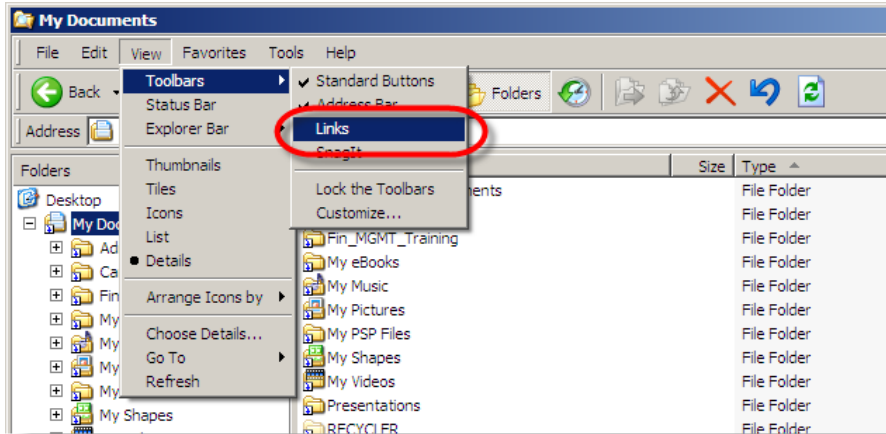
Double click your new shortcut to jump to the target folder.



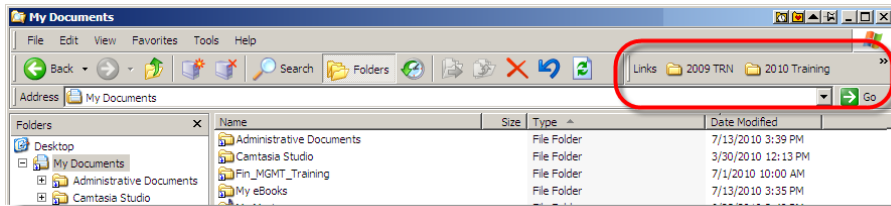
Adding Shortcuts to your Links Toolbar and Favorites List

You can use shortcuts in other places too. The **Links Toolbar** is a very convenient place. Start by turning this toolbar on.

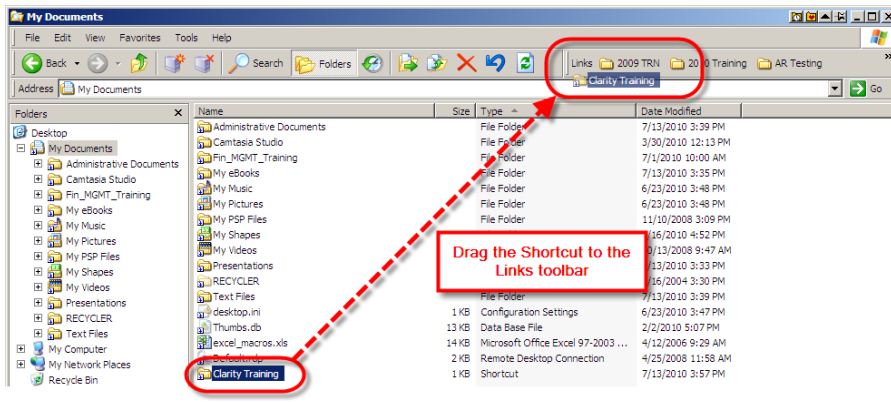
Click **View > Toolbars > Links**



You will see any existing links (shortcuts) in the **Links Toolbar**.



Now, you can add your new shortcut to the **Links Toolbar**.

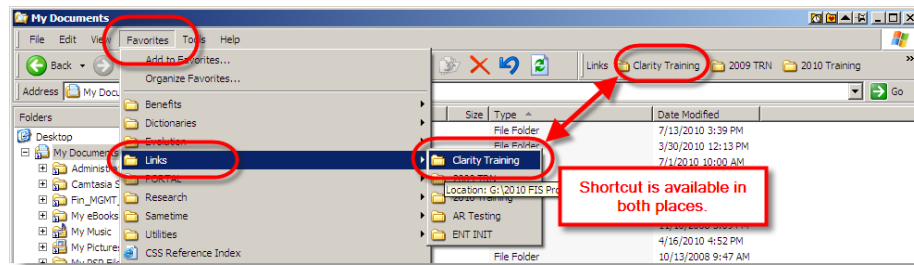


Click on your shortcut and drag & drop it on the **Links Toolbar**.

Now, if you click the link, it will open up a new Explorer window to that folder.

You can also access the links from the **Favorites** dropdown list.

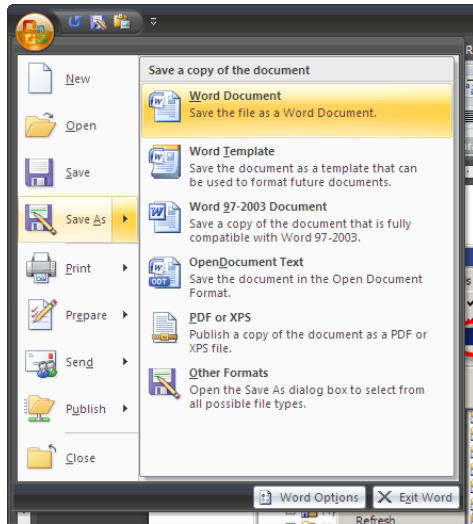
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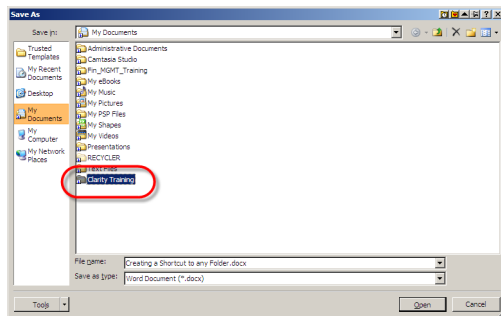
Click **Favorites**> **Links** to see the link that you just dropped on the **Links Toolbar**.
Click on this link to open that folder in the current Explorer window.

Using Shortcuts when Saving or Opening Files

When you try to save a new file or open an existing one in Microsoft Office, it defaults to the **My Documents** folder.



Now, you're just one double-click away from your linked folder.



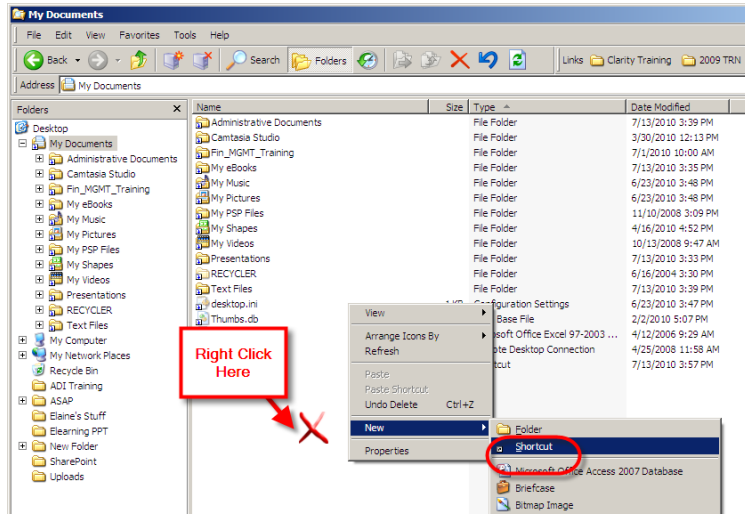
This will save you lots of time down the road.

Using Shortcuts to Increase Speed and Convenience

Creating a Shortcut to any Folder

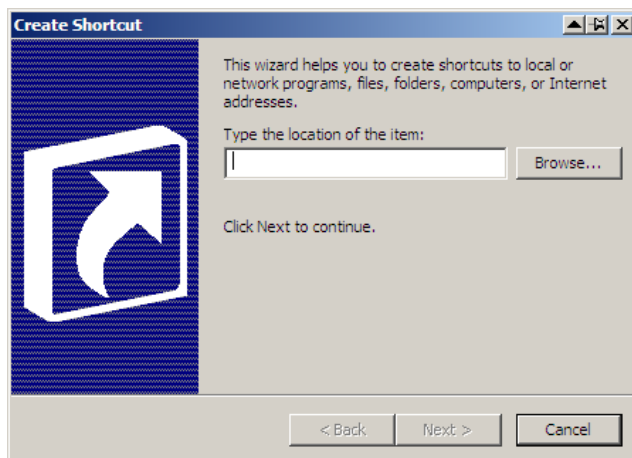
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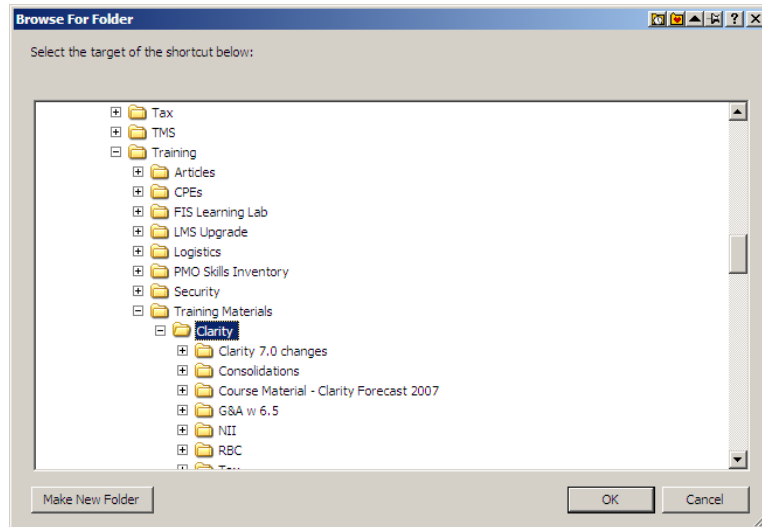
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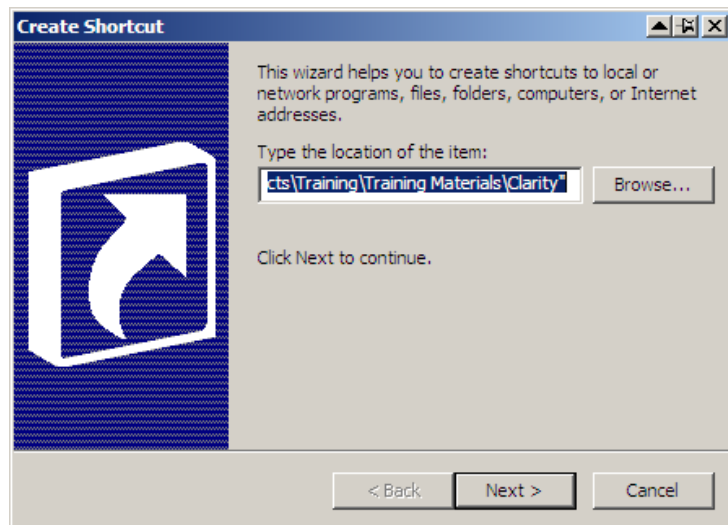
Click the **Browse** button to locate the destination folder for your shortcut.

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Drill down to your folder and click the **OK** button.

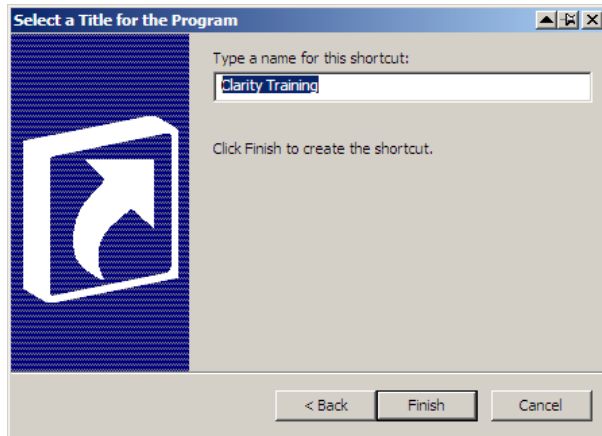
You will see the path to your folder.



Click the **Next** button.

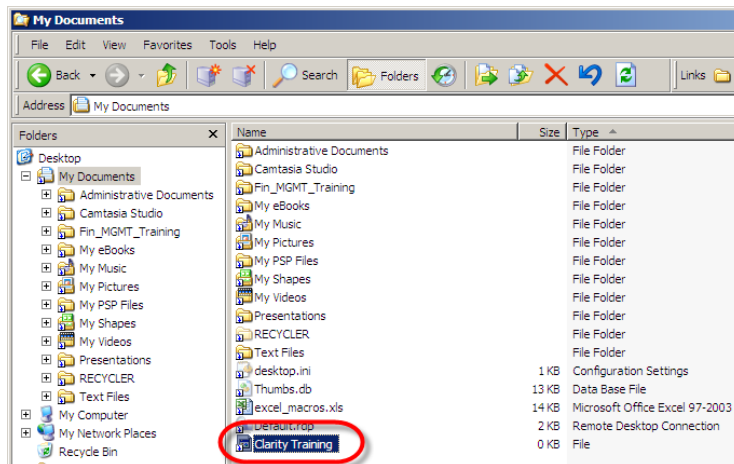
Give your folder a name.

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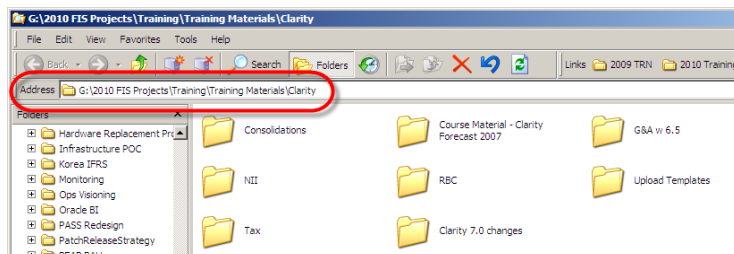


Type the name and click the **Finish** button.

The wizard will close and you will see your new shortcut in the folder where you started (**My Documents**).



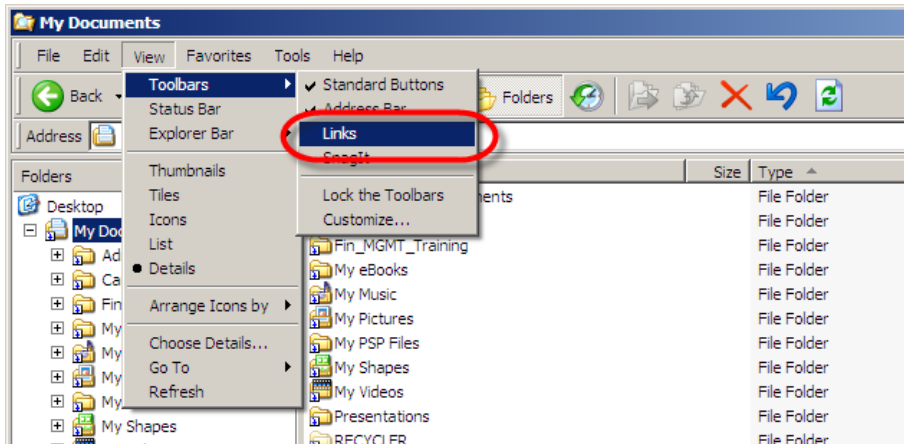
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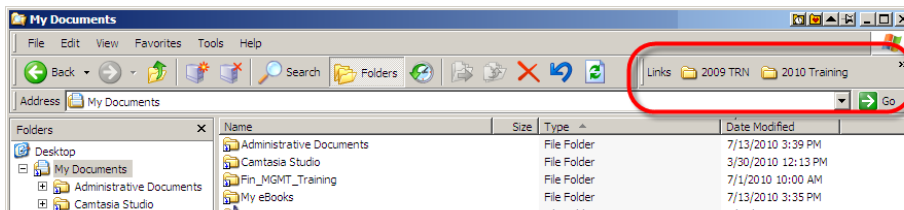
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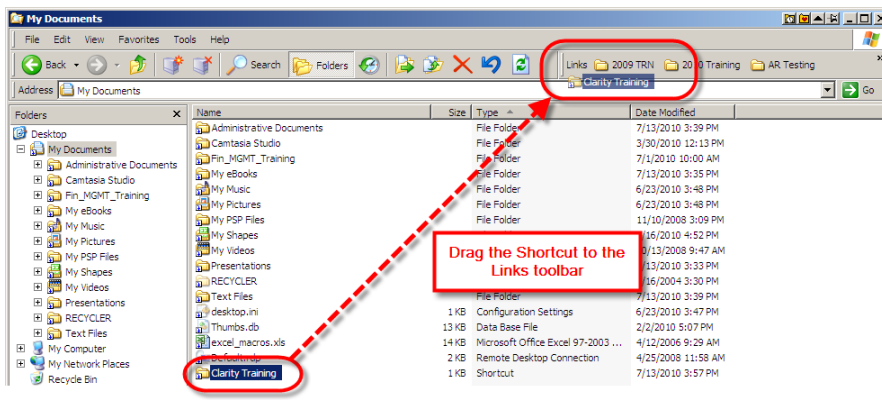
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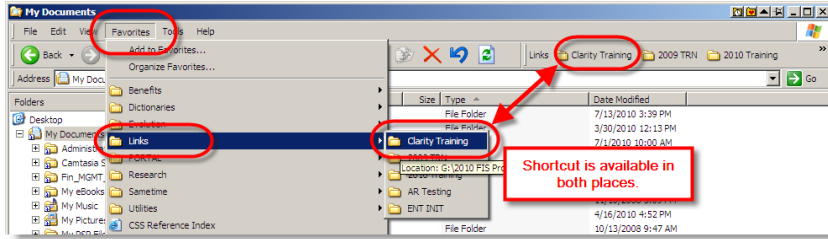


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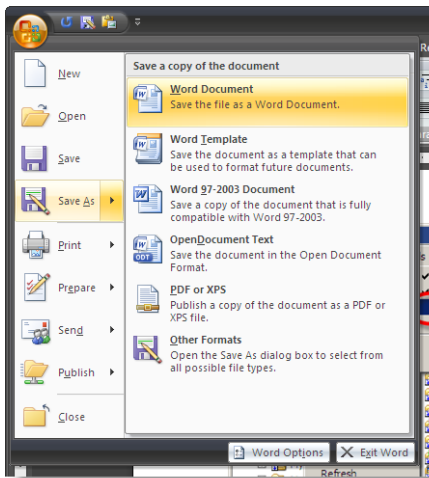
Windows & Office Productivity Tips



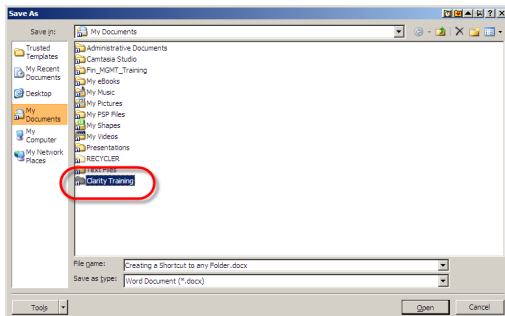
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This will save you lots of time down the road.

Using Two Monitors on your Computer

If you have a laptop, or a desktop with a dual-port video card, you can stretch your desktop across two monitors. This is an extremely easy way to boost your productivity when working with multiple documents and applications.

Frequently, you need to constantly jump back and forth between multiple windows on your computer. This becomes confusing, because one of the windows is always hidden behind the other. When you need to make comparisons or analysis, it is easy to miss small details.

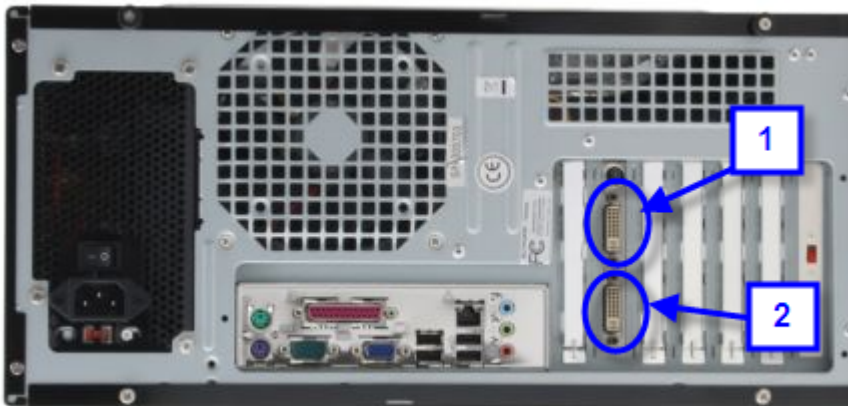
Why not have two monitors and view both windows side-by-side at the same time, like you would do if you were comparing two printed documents.

This is a very quick and easy process.

What you will need:

- One external monitor
- One laptop
- Two minutes

Optional: If you have a desktop, you can still do this. You will need to get two external monitors and make sure that you have a dual-port video card. The diagram below shows what a dual-port video card will look like on your computer.



Setting up the Hardware

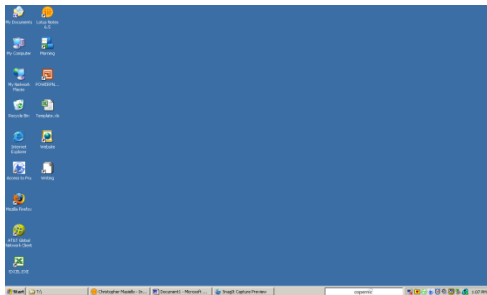
Start by plugging the external monitor into your laptop's monitor port.



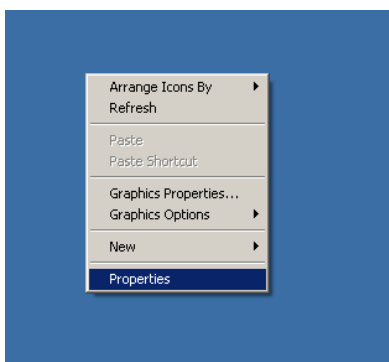
Turn on your computer and log in.

Configuring Your Settings

Minimize any software that you have open until you see your desktop.



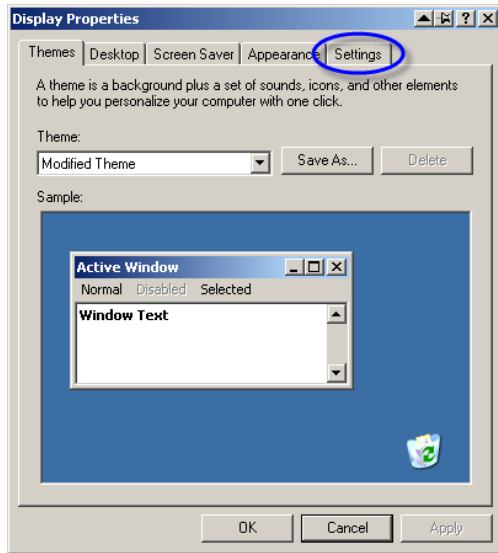
Right click on your desktop to open an options menu.



Select **Properties** from the options menu.

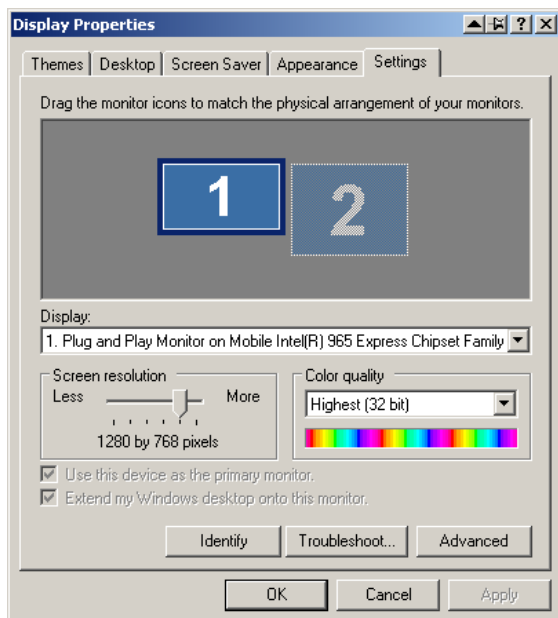
The **Display Properties** menu will open.

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There are five tabs on this menu. Click the **Settings** tab.

The settings tab will allow you to control how the monitor(s) on your system work.



If you have the external monitors hooked up, you will see two boxes in the top portion of the menu. (Numbers 1 and 2 represent your two monitors.)

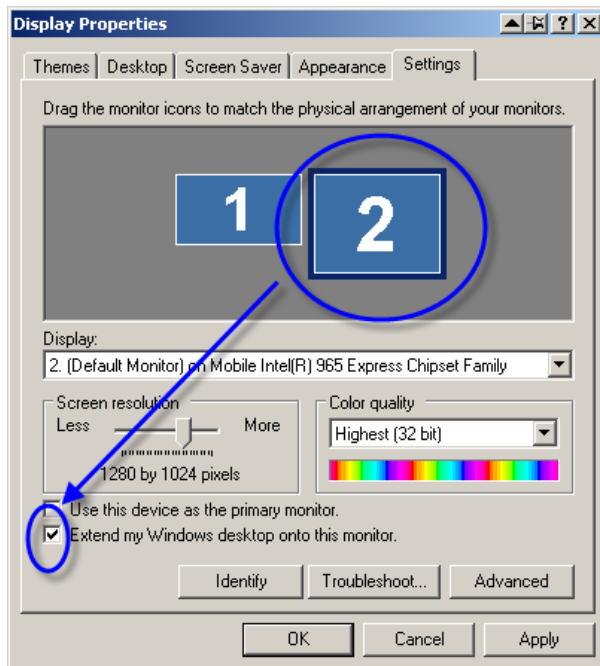
By default, they will both have the same exact information. This is so that if you ever hook up a projector, you and the audience will see the same thing.

Spilt the Two Monitors

Now, you want to make the second (external) monitor act independently of the laptop's monitor.

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Click on the “2” icon to view and edit the second monitor’s settings.



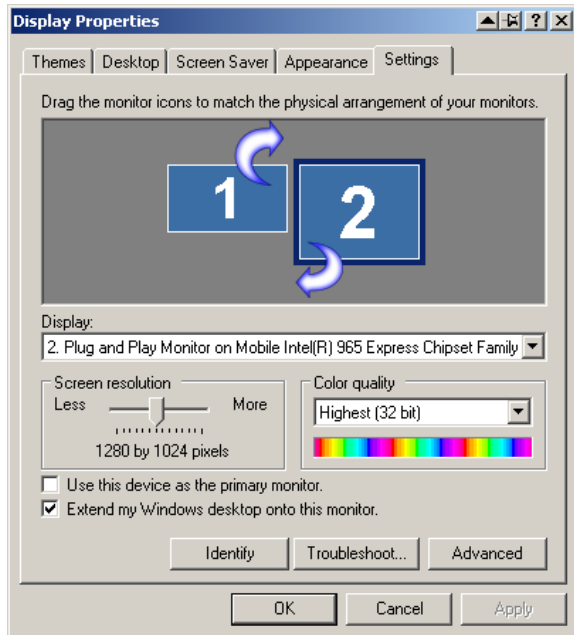
The last checkbox at the bottom of the screen will allow you to split the monitors in two. Check the **Extend my Windows desktop onto this monitor** checkbox.

Do not close the **Display Properties** menu yet.

Arranging the Monitors to Match their Physical Locations

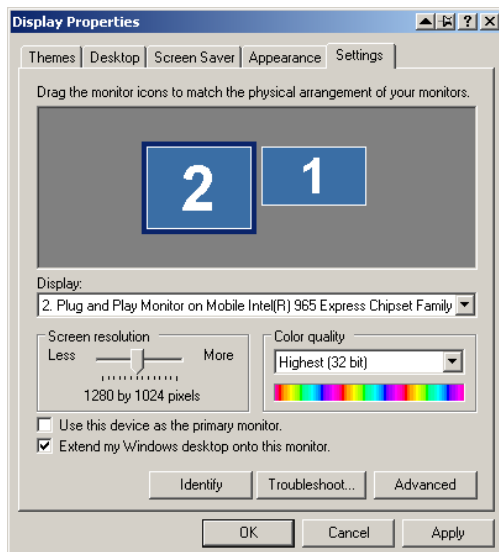
Depending on how you have your laptop and monitor positioned on your desk, you may need to adjust the arrangement on screen.

By default, the laptop's monitor (1) will be to the left of the external monitor (2). If you don't have your desk set up this way, you will need to click and drag them to match your setup.

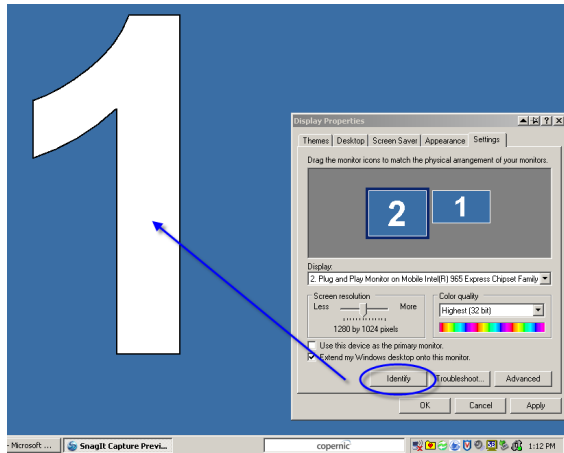


Identifying your Physical Monitors

You can always see which monitor is which by clicking the **Identify** button at the bottom of the **Display Properties** menu.



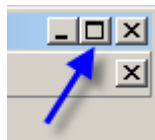
A giant number 1 and 2 will appear on each monitor for identification purposes.



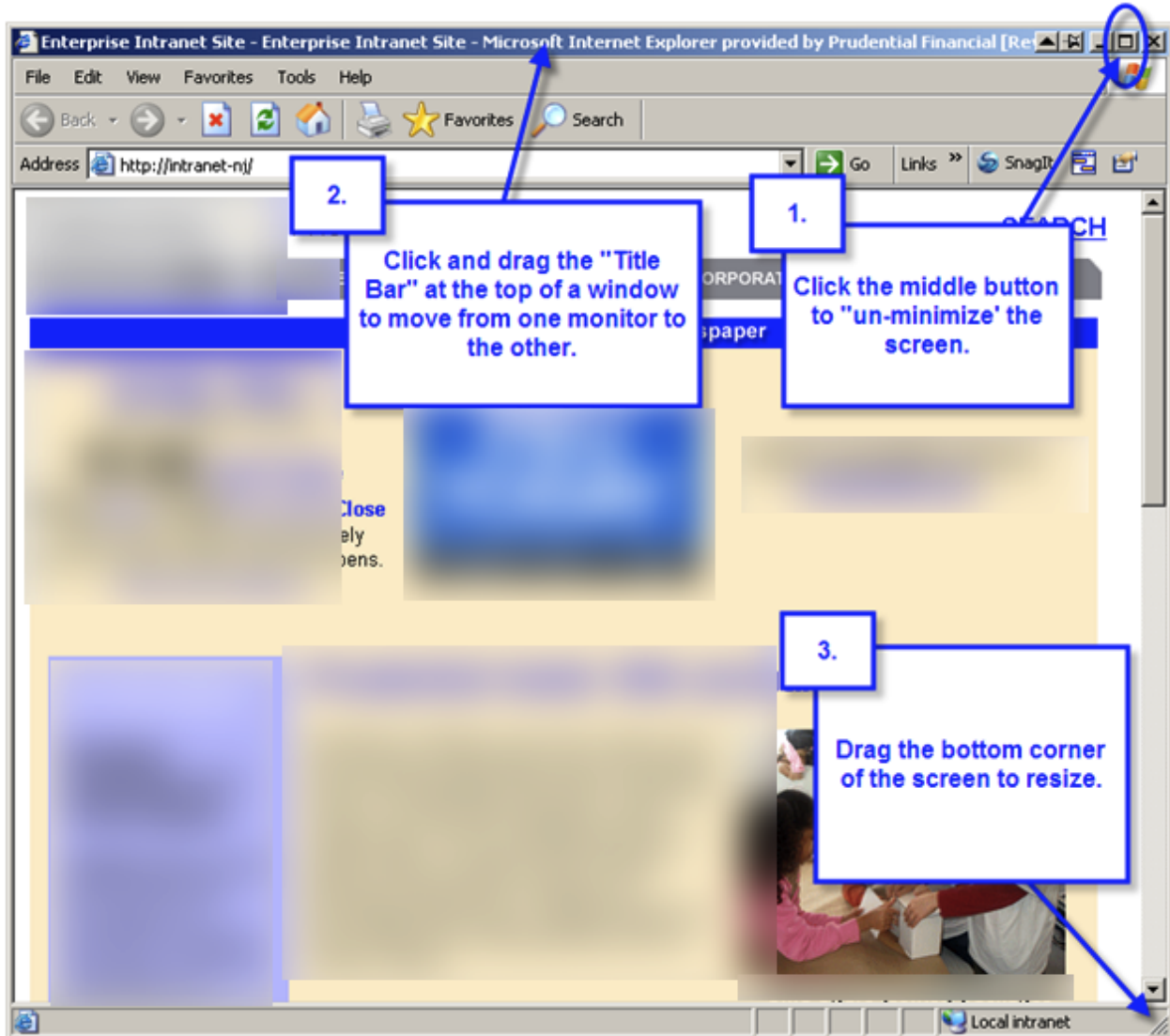
Moving Applications Between Monitors

Now that you have both of your monitors set up and working properly, you can separate windows into whichever one is most convenient.

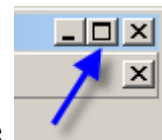
You cannot move a window if it is maximized on one monitor. You will need to “un-maximize” the window before it can be moved.



Click the button to un-maximize the window.



Click on the **Title Bar** at the top of the window and drag it from one monitor to the other.



Click and drag the bottom corner of the window to resize it, or just click the button to re-maximize the window.

Final Step: Sit back and bask in the glory of your super-terrific multi-monitor wonderland.

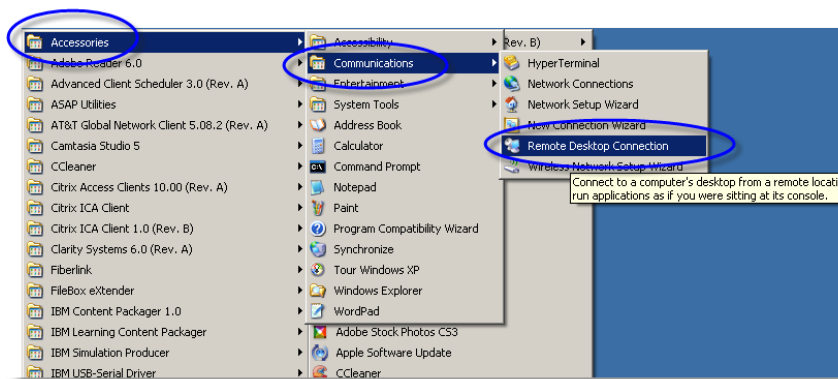
Controlling Another Computer Using RDP

You can use the **Remote Desktop Connection** software on your computer to connect to another computer. Once the “remote computer” has been set up to allow you to connect, you can use the steps below to connect to and control the remote computer.

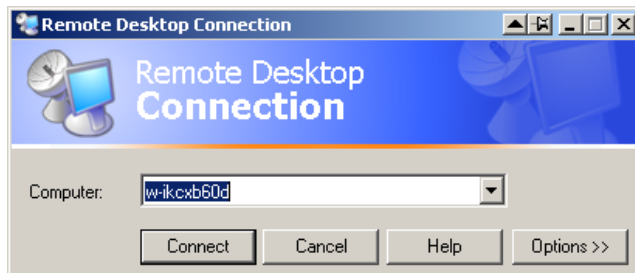
Open the Remote Desktop Connection Software

You can launch the Remote Desktop Connection software just like any of the other programs on your computer.

Click Start> Programs> Accessories> Communications> Remote Desktop Connection



The **Remote Desktop Connection** software will open.

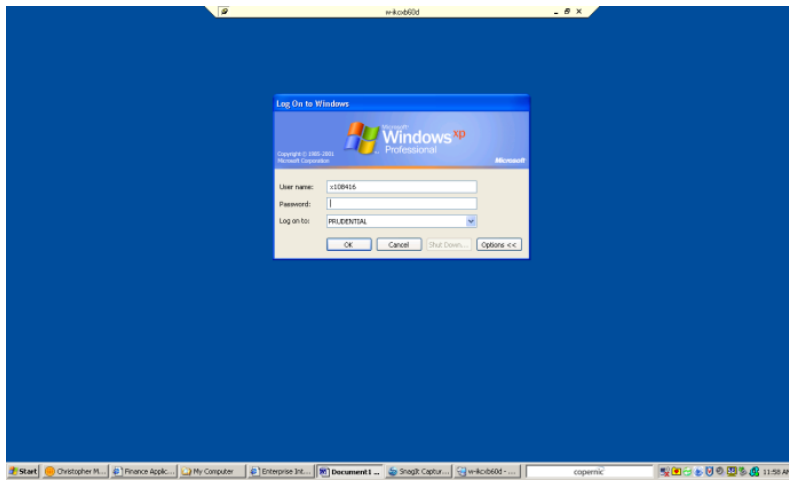


Type the name of the computer to which you are connecting in the **Computer** field.

Click the **Connect** button.

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The **Log On** menu will open.



Type in your ID and password, and then click the **OK** button.

You will be logged into the remote computer inside of a window on your computer.

You can minimize the “remote computer’s” window to access your physical computer using the menu at the top of the remote computer’s window.

