

Do you enjoy learning cool, time-saving tricks? *I know I do* - I came across a few tips that I found useful and I thought you may find them useful as well. Check them out and let me know what you think!

Keyboard Shortcuts

Monitor Control: *(Great tips – especially, when working with dual monitors)*

- Press the **Windows Key + Arrow** will snap a window to either side of the monitor
- Press **Shift + Windows Key + Arrows** will cause the window to jump to the other monitor.
- Press **Window + P** will allow you to quickly set up a second display or projector



Close a Program Quickly

- Press **ALT + F4** *(one caveat- make sure you save your work!)*

Minimize ALL Windows

- **Windows + D** will minimize everything on your desktop with one command!

Windows Power User Menu

- Press **Window + x** to bring up a quick list of common power user destinations

Close Current Window/Tab

- Press **CTRL + W** to close a Window or a Tab

Open the Last Tab Closed

- Press **CTRL + Shift + T** to open the last Tab closed

BONUS TIP!

Most of us have used **CTL + Z** to UNDO something ... "phew"
But did you know that **CTL + Y** can be used to REDO

