

WINDOWS TIPS..



Do you **REALLY** know what the **WINDOWS** key on your keyboard does???

WINDOWS - D - "Desktop" - Minimizes all windows to show your Desktop

WINDOWS - E - "Explorer" Launches the Windows File Explorer - Giving you easy access to the files and folders you use most.

WINDOWS - F - "Find" - Launches the file finder. Search for files by name, date or keyword.

WINDOWS - G - "Gadgets" - (Vista only) Launches the Windows Sidebar and any gadgets

WINDOWS - L - "Lock" - Locks your PC. Password will be required if it's configured.

WINDOWS - R - "Run" - Launches the "RUN" command line. Can be very useful for troubleshooting PC Problems (cmd, %logonserver%, ipconfig, etc.)

WINDOWS - U - "User Tools" - Ease of Access wizard - for visual or hearing impaired options.

Other useful shortcut keys include:

CTRL- C - "Copy" - Copy highlighted data to the clipboard

CTRL- X - "Cut" - Remove and Copy highlighted data to the clipboard

CTRL- V - "Paste" - Place data to the clipboard in your document

CTRL- A - "Select All" - Will highlight an entire document.



"You caught a virus from your computer and we had to erase your brain. I hope you kept a back-up copy."