

This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



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Shortcuts in windows

Using windows shortcuts for better efficiency

Windows has many inbuilt shortcuts which can automate many tasks, or quickly open/close things without requiring a mouse. These can be good for quickly performing monotonous tasks which could take much longer with a mouse. Here are some usefull shortcuts for daily use.

Copying and pasting

Using Ctrl + C copies the selected item (text, image or file) to the clipboard. Copying a new item will remove the old one from the clipboard.

To paste items from the clipboard, you can use Ctrl + V. If the clipboard history setting is enabled (Settings>System>Clipboard>Clipboard History) then using Windows + V will open the history, allowing you to select any

past copied items to paste.

System navigation

Alt Tab

This allows for the user to switch to different windows, prioritizing the last used ones in the selection menu. You could alternatively do Alt + Esc to do this without the popup dialogue.

Win + L

This allows for the user to log out quickly.

Ctrl + Shift + Esc

This allows for the user to quickly open the task manager, though its a little hard to press with one hand.

Win + D

This minimizes all open windows and shows the desktop.

Win + E

This quickly opens the file explorer.

Alt + F4

This closes the current application, or if on the desktop, brings up the shutdown dialogue box. Be carefull as if theres any unsaved progress, you will lose it.

Screenshots

Win + Print Screen

This saves a screenshot of the entire screen to a file. This file appears in C:\Users\{Username}\Pictures\Screenshots, as well as in the clipboard.

Win + Shift + S

This opens the snipping tool, which allows for selection of specific sections of the screen using the mouse to screenshot.

Browser navigation

Most browsers have support for shortcuts to navigate between tabs.

Ctrl + T opens a new tab.

Ctrl + W closes the currently opened tab.

Ctrl + Tab switches to the next tab on the right.

Ctrl + Shift + Tab switches to the next tab on the left.

Using these shortcuts could be beneficial in day to day life, as they can speed up your workflow and increase your efficiency.

Made with the help and support of [Inclusive Bytes CIC](#)

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