

Tip - Windows Essential Keyboard Shortcuts

Whether on a business trip and using a laptop on a plane or a train, or in the office or at home and using a full-size computer keyboard, using any kind of computer mouse can fatigue your hand.

The following are some Windows keyboard shortcuts to help ease hand fatigue:

Explore My Computer:

Press the Windows + E key.

Get to the Shut Down Windows box:

Tap the Windows key

Press the U key.

Press one of the following depending upon your needs:

Press the U key again to shut down.

Press the R key to restart.

Press the S key to go into standby mode.

Go to the Windows desktop:

Hold down the Windows key and press the D key.

All open applications are minimized to the Taskbar to show the desktop.

Toggle between open applications on Desktop:

Hold down the Alt key and hit the Tab key to get a box with all open applications.

Keep holding the Alt key down, and repeatedly press Tab.

When on the application you want, let both keys up.

Toggle between open applications in Taskbar:

Hold down the Windows key and press the Tab key, to move forward between applications open in the taskbar.

Press the enter key when you land on the application you want to use.

Return to the last application:

Press Alt +Tab keys.

This brings you to the last application you were using.

If you need assistance with computer issues, please call the DLS Help Desk at 617-495-8411.