

## Windows Shortcut Keys - (Using the 'Flag' key)

Windows shortcut keys can be very helpful in speeding things up.

In the text below the '[WIN]' is the Windows key (that key on your keyboard that has a little Windows flag on it). You should press all the keys at one time for the feature you wish to activate. Hitting just the '[WIN]' key will Display your Start Menu. When you hit the '[WIN]' key and the '[E]' at the same time it will launch Microsoft Explorer.

- [WIN][BREAK] - Goes to System Properties
- [WIN][D] - Shows Desktop
- [WIN][E] - Launch Explorer
- [WIN][F] - System Find window
- [WIN][CTRL][F] - System Find Computers Window
- [WIN][L] - Lock your computer on Windows XP or later
- [WIN][M] - Minimize all windows
- [WIN][Shift][M] - Restores to normal the windows you minimized
- [WIN][R] - Bring up the RUN dialog box to run command line applications
- [WIN][F1] - Display Windows Help
- [WIN][U] - Utilities Window (controls on screen keyboard, narrator, and magnifier)

### Here are some shortcuts for Internet Explorer

- [CTRL] and [ENTER] - This will add a "www" and a ".com" to what you have typed in the address bar. For example: In the address bar you type: BBC Now hold down the [CTRL] key and hit [ENTER]. You'll get "www.BBC.com"
- [ALT] and [D] - If you are browsing and want to get up the address bar where you can type in another URL, simply hold down [ALT] and hit the [D] key. Your cursor will move to the address line and be ready for you to type.
- [ALT] and [HOME] - When browsing if you wish to go back to the home page that comes up when you start your browser, simply hold down [ALT] and then hit the [HOME] key.