

# 10 priceless shortcuts for computer users

Bill Gates once stated that the Ctrl + Alt + Del key combination is a mistake, but this shortcut has quickly become a star in the technology community. Besides Ctrl + Alt + Del, on Windows and Mac there are 10 quite useful keystrokes that not everyone knows.

**With these useful shortcuts, you can do everything very quickly without the need to use the mouse.**

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## 1. Close the program window immediately

If your boss suddenly comes to you when you are surfing Facebook, or when you are caught while doing sensitive tasks on your computer, you can immediately close the window with the following keystrokes:

1. For computers running Windows operating system: **Alt + F4**
2. For Mac computers: **Apple + Q**

In addition, the **Ctrl + W** key combination can also close the current tab of the browser and the Windows Explorer window is open.

## 2. Hide the entire program and return to the Desktop screen

If you have too many windows on your screen and want immediate access to your desktop, use the following keystrokes:

1. For computers running Windows operating systems: **Windows + D**
2. For Mac computers: **F11**

### 3. Add bookmarks (bookmarks)

You can add bookmarks to your favorite websites quickly by clicking the following:

1. With a computer running Windows operating system: **Ctrl + D**
2. For Mac computers: **Apple + D**

### 4. Delete forever

When you are sure you want to completely delete a file or folder (instead of sending this file to the trash), use the **Shift + Delete key** on Windows.

### 5. Zoom in / out the content

When you are surfing the web or editing text, there is an easy way to zoom in / out the text being displayed by pressing the following keystrokes:

1. With a computer running Windows operating system: **Press Ctrl + scroll the middle mouse up (zoom in) or down (zoom out)**
2. With computers running Mac operating systems: **Apple keys + plus symbol (+) to zoom in; Apple key + minus sign icon (-) to zoom out.**

### 6. Open the closed tab in the browser

Did you accidentally close the tab on your browser and didn't want to spend time watching the web history item to reopen this tab? You can use the following key cluster:

1. With a computer running Windows operating system: **Ctrl + Shift + T**
2. For Mac computers: **Apple + Z**

### 7. Return to the old address in the browser

Both Windows and Mac provide very easy ways to get back to the website you just browsed earlier:

1. For computers running Windows operating systems: **Click the Backspace button (?)**
2. For computers running Mac operating systems: **Apple + [**

### 8. Go to the address bar

Thanks to the following key combination, you can quickly enter the address box without the mouse:

1. For computers running Windows operating systems: **Ctrl + L; F6 or Alt + D.**
2. For Mac computers: **Apple + L**

Also, in Windows Explorer, press **Alt + D** or **F4** will also take you to the address bar. Pressing **F3** will bring you to the search box.

## 9. Quickly add "**http:// www**" and **".com"** to the address bar in the browser

When you want to go to Google, you just need to type "**google**" in the address box and use the following cluster of keys:

1. With Windows PC: **Ctrl + Enter**
2. For Mac computers: **Apple + Enter**

This way "*google*" will be automatically converted to "**http://www.google.com**". Other sites are similar.

## 10. Open a new tab on your browser

When you want to open a new tab on your browser, simply press **Ctrl + T**.

To activate incognito mode on Chrome, press **Ctrl + Shift + N**. On Firefox, press **Ctrl + Shift + P**.

When you want to open the link to a new tab, instead of uploading it directly to the tab you're viewing, click the middle mouse button (scroll button) on this path.

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