

# 10 shortcuts for frequent computer users

When you are a regular computer user, you should learn these 10 common shortcuts!

These 10 shortcuts will help you use your computer faster, save time and work more professionally!

1. Sometimes you have to temporarily leave the computer to go to work, if your computer contains information that needs security, just hold down the Windows key and press the L key, the computer screen will immediately lock, No more worry about data being stolen by others.
2. When looking for a document in a computer, usually people will go to My computer, then click on the item to select, but the computer master, just need to hold a Windows key and press the key E, the data management window will immediately open.
3. Playing a game or doing personal work . the boss appears. I could not click on the icon to return to the main screen, how to do it? Don't worry, hold the Windows key and press D, the home screen will immediately appear.
4. Another trick, hold Windows key and press Tab will help switch between program windows.
5. To display Windows video recording function, press Windows key + R, type 'psr.exe' and select OK, you can start recording now.
6. Want to know how to adjust screen brightness, volume, open wifi network at the same time, and see the laptop battery capacity? Or connect a laptop to a TV need anything? Want to know these functions, just press Windows key + X, your requirements will be able to be met.
7. Press Windows key + R, type 'osk', a virtual keyboard appears with the same functionality as a real keyboard.
8. Image or text is a bit small, if you don't see well then what to do? Try holding the Window key and pressing the '+' or '-' keys.
9. When you have multiple programs open and want to switch between program windows, use Ctrl + Tab, and immediately close the open window, press Ctrl + W.
10. Hold the Windows key and press the Fn key, press the Home key again, you can open Properties without having to use the mouse pointer on the My computer icon, right-click and select Properties.

These shortcuts may seem complicated but they are very convenient to use, and after using for a while, you will see a noticeable improvement in productivity, no need to rely on a mouse.

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