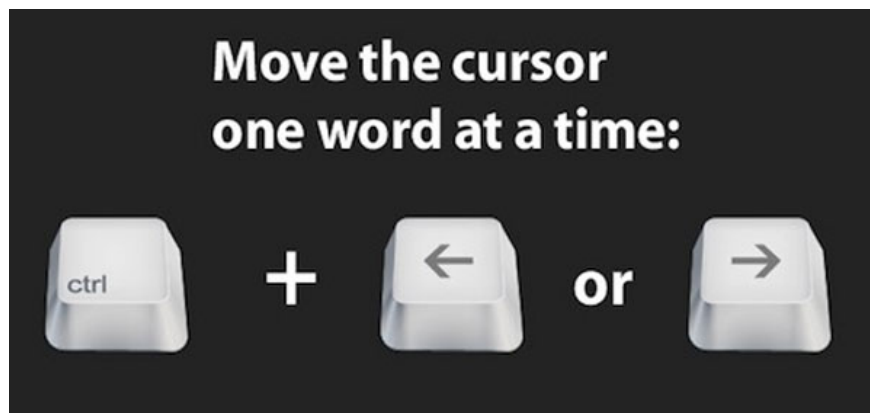


# 12 shortcuts help the PC run faster

Continuous switching between keyboard typing and mouse drag really slows down the work. Therefore, the following shortcut keys will help you speed up your computer in a professional yet simple way.

**Continuous switching between keyboard typing and mouse drag really slows down the work. Therefore, the following shortcut keys will help you speed up your computer in a professional yet simple way.**

## 1. Move the cursor over each letter



Press the Ctrl key and the arrow left / right at the same time.

## 2. Select each letter one



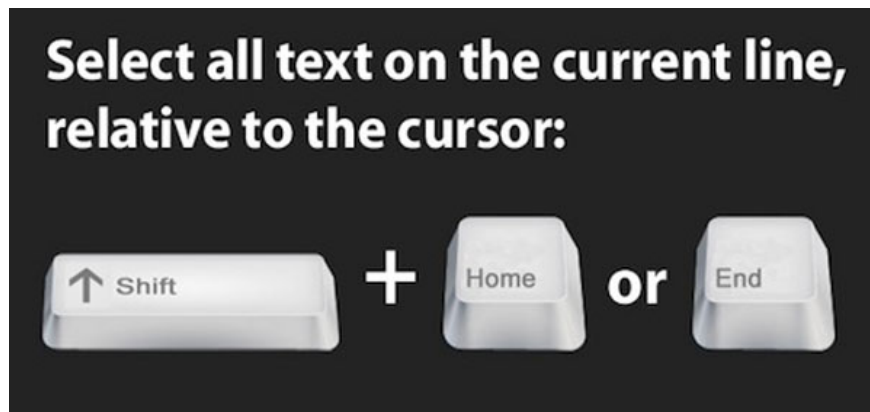
Similarly, when you need to highlight, mark each letter one by one, get Ctrl, Shift and arrow keys right / left.

### 3. Delete each word



Press Ctrl and Backspace to delete every word you want.

### 4. Select (highlight) all the text in the current line, where the cursor is located



Press Shift, Home or End, you will highlight all the text in the current line, from the cursor.

### 5. Minimize all windows

## Minimize all windows:



Just press the movie with the Windows icon above and the letter M, all windows will immediately shrink. This "tip" is very convenient if you are watching Facebook at the office but suddenly your boss comes in!

## 6. Lock screen

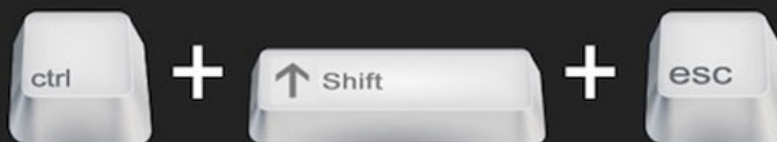
### Lock the computer:



Working in progress and having to go out for a few minutes, you can immediately lock the screen by pressing the Windows and L. keys.

## 7. Show task manager

### Launch the Task Manager:



You need to check the system, press Ctrl, Shift and ESC.

## 8. Rename a file



No need to right click, click on the file to rename and then press F2.

## 9. Zoom in, zoom out



This trick applies to many applications, including browsers, word processing, photoshop . Press Ctrl to coordinate with the scroll bar in the mouse.

## 10. And to return to normal

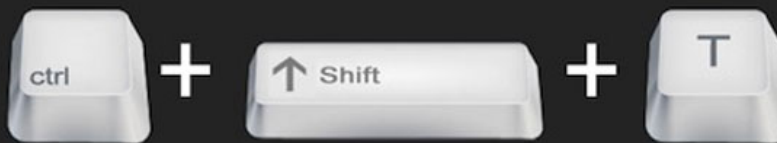
## Return to normal zoom:



When ready to return to normal, press Ctrl and the 0 key.

## 11. In the web browser, to reopen a tab just missed the hand closed

### In Browser Reopen closed tab:



This tip is very valuable, especially when you miss the hand closing a tab that is in progress. Press Ctrl, Shift and the T.

## 12. To bring the cursor back to the URL or search area

### In Browser Focus cursor on URL/search field:



You need to search, open a new web page quickly, or press Ctrl and the L key

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