

# 7 great Windows 10 tips and tricks that you need to know

Using Windows 10 for a long time, but do you know these 7 extremely interesting tips and tricks? Surely the tips below will surprise you

The use of computers and laptops is no stranger to us today. The manufacturer has also tried to integrate more features and optimize the experience by equipping their operating system with handy features and key combinations. Let's go through 7 great tips and tricks on Windows 10 below to see, how many parts have you applied already.

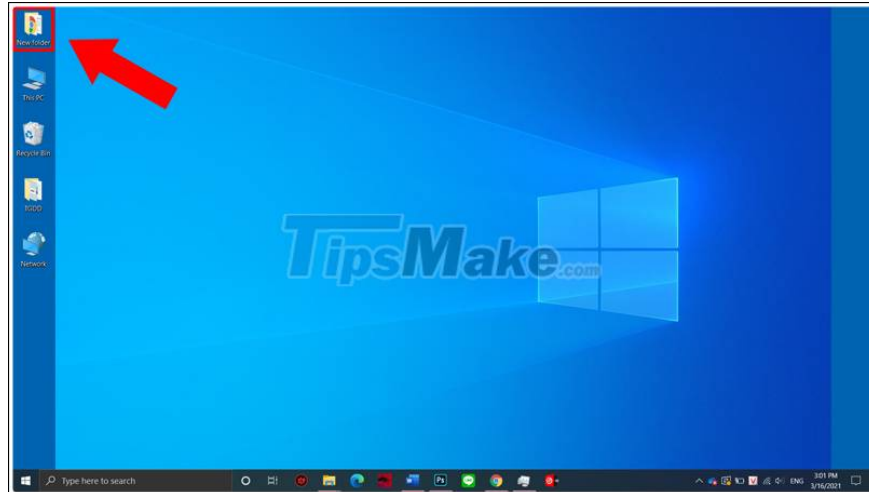
## 1. Shortcuts commonly used on Windows 10

On Windows 10, the developer has integrated a lot of keyboard shortcuts for us to enhance the experience and save more time when using. Here are a few commonly used Windows shortcuts that are extremely helpful for you.

1. **Ctrl + T:** Open a new tab in the browser.
2. **Ctrl + Q:** Turn off the browser.
3. **Ctrl + I:** Italicize in Microsoft Word .
4. **Ctrl + Tab:** Switches back and forth between the browser pages in order from left to right.
5. **Ctrl + Shift + Tab:** Switches between the browser tabs in order from right to left.
6. **Windows + C:** Start a conversation with Cortana .
7. **Ctrl + Shift + Esc:** Open Task Manager.
8. **Ctrl + Shift + T :** Reopen the page you just closed.
9. **Ctrl + F4:** Closes the window of the currently displayed application.
10. **Ctrl + Shift + N :** Open a new incognito page.
11. **Ctrl + Esc:** Open the Start Menu.
12. **Ctrl + Alt + Tab:** Use the arrow keys to switch between open applications.
13. **Alt + Enter:** Open the Properties window of the currently selected file / folder.
14. **Alt + F4:** Close the currently displayed page.
15. **Alt + Tab:** Switch between running programs.
16. **Alt + Esc:** Select in the order another active window to work from.
17. **Alt + F8:** Display a password on the login screen.
18. **Alt + left arrow key:** Return to the previous page.
19. **Alt + Right arrow key:** Go to the back page.
20. **Alt + spacebar:** Open shortcut menu in current application.
21. **Backspace:** Go back to the previous category, similar to Undo.

## 2. Clean the desktop to make it faster

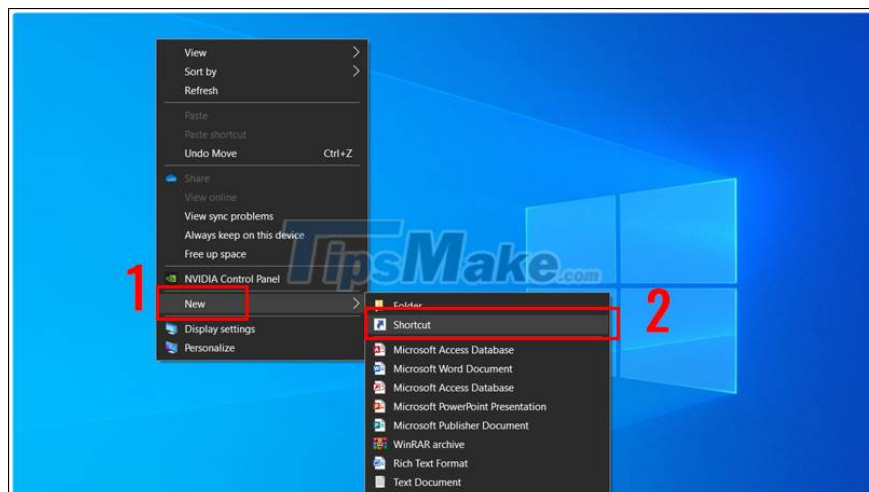
A habit we often have is or drag all the files and folders that are in use on the Desktop. Doing this will confuse your eyes when looking at the screen, and will make it difficult to find the file or application you are looking for. Instead, you should create a public folder on your computer or laptop to put folders and small files on the desktop into the same public folder. You should also put all the apps currently on the screen in the taskbar. When doing both of the above, your desktop will be extremely airy and easy to see. It will also help your computer improve in terms of performance, the speed of the computer will be somewhat faster.



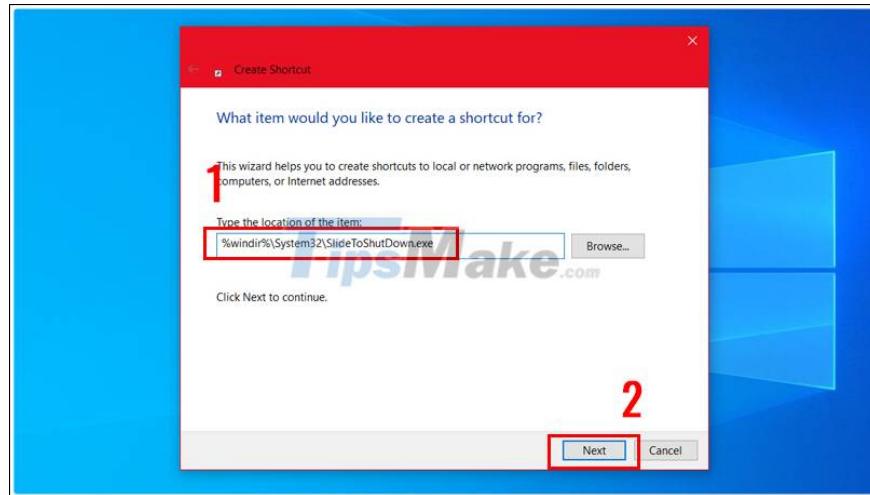
### 3. Quick shutdown using slide feature

This will be a feature that will make your computer more special than others. You do not need to go to the Start menu to shutdown, there will be a file right on the main screen for you to click and turn off the screen. However, this trick only works on Windows 10. If you are using Windows 10 operating system, follow the steps below.

**Step 1 :** Right-click on the desktop > Select **New** > Select **Shortcut** .

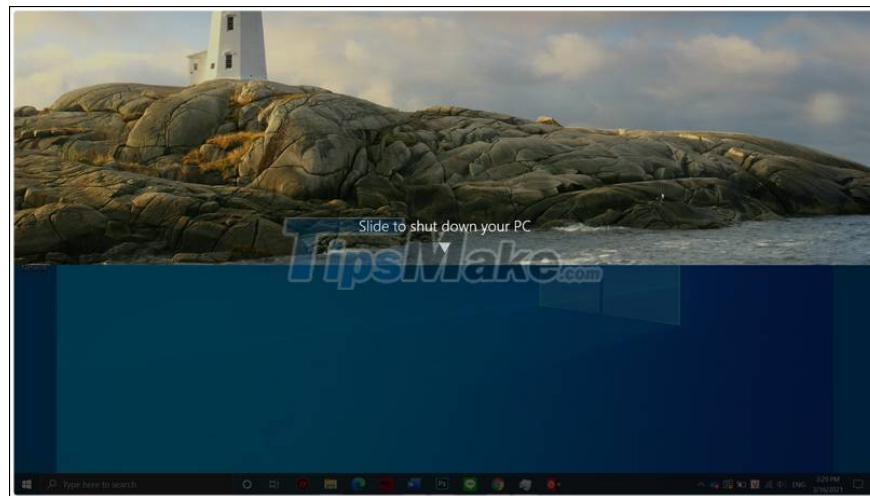


**Step 2 :** Paste this path into: `% windir% System32SlideToShutDown.exe`



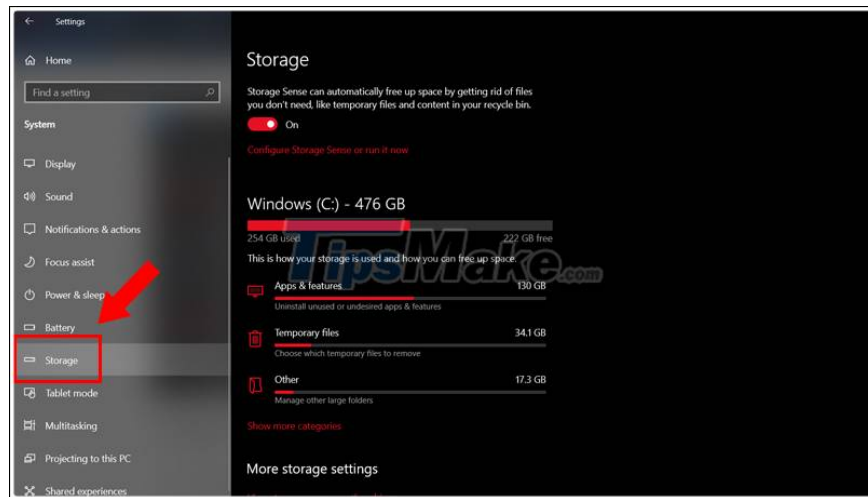
**Step 3 :** Click **Next** > Name the **Shortcut** > Click **Finish** .

When you click on the newly created Shortcut, your screen will display as below. Just scroll down and the device will shut down immediately.

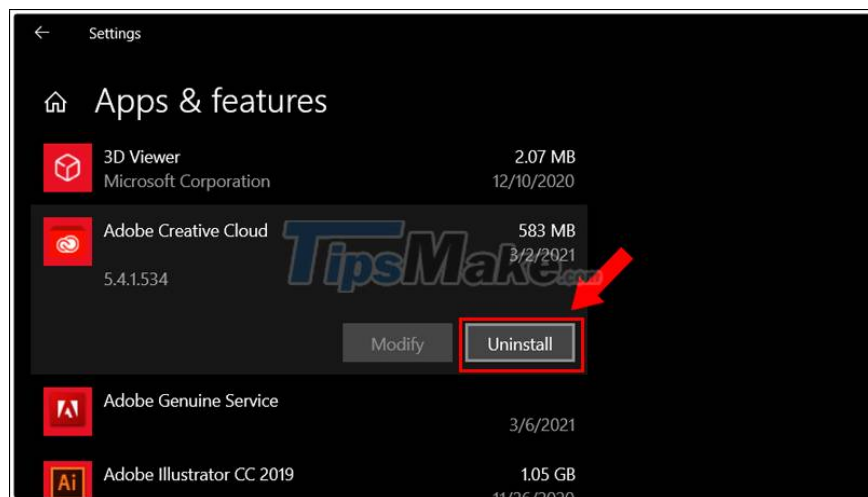


#### **4. Check which software is taking up a lot of space**

When your device is storing too much space, it becomes sluggish, and opening apps or other operations will take longer. So, the way to improve this situation is to check and delete software that is taking up a lot of space in memory. Find and open **Settings** on your Taskbar > Go to **Systems** > Select **Storage** to see how much space each item is.



You can remove unused or memory-consuming software by clicking on **Apps and features** > Select **software to remove** > Click **Uninstall** .

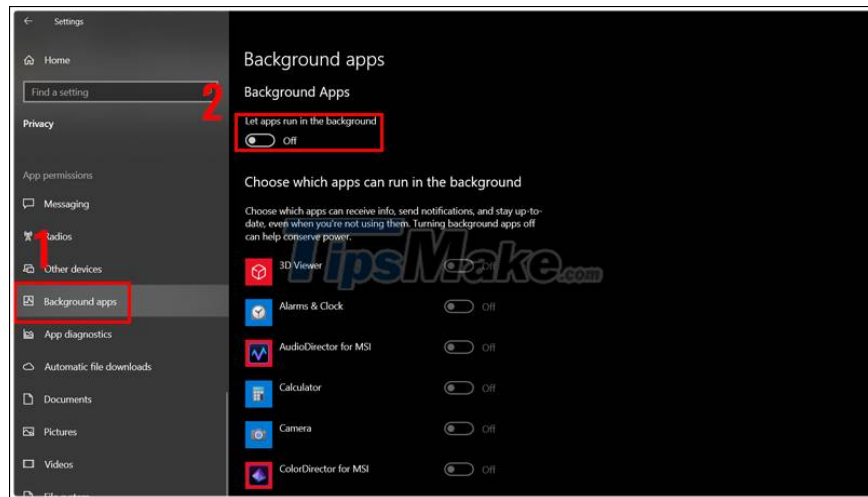


## 5. How to turn off background software

Background software is software that, when not in use, also works in the background on your device. You will not know it is active but at that time these software may be updating, receiving or sending notifications . They are only partially useful and convenient, but this will make your computer consumes more battery.

To check and disable **background apps** , go to **Settings** > Select **Privacy** > Find and go to **Background Apps** . Here will display all the apps that normally run in the background in the device.

If you want to stop it, select the app you want it to stop running and set the button to **Off** . You can also switch **Let apps run in the background** to **Off** if you want to turn off all **background apps** .



## 6. Focus on working with the Focus Assist tool

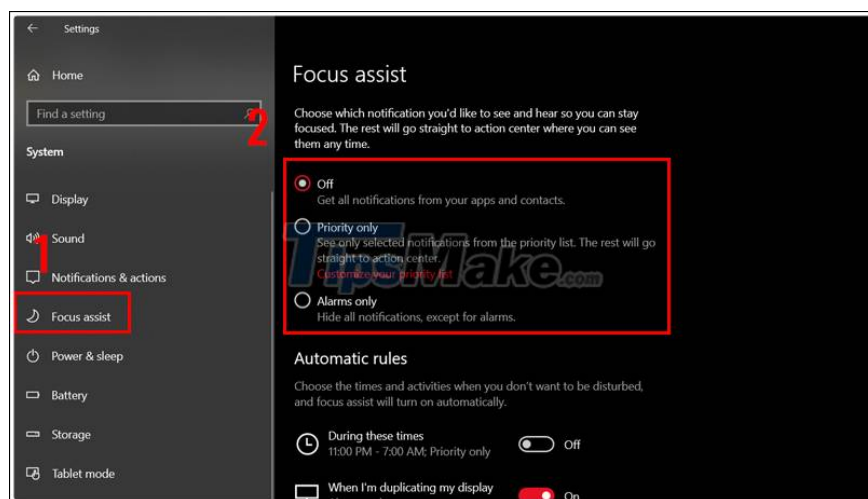
While you are working, you need to be highly focused, but the notifications are the problem that bothers you. Now you can adjust software that is allowed to be notified in the settings of your device. With Focus Assist, a tool in Windows 10 puts you in control of those notifications.

In **Settings** > Select **Systems** > **Focus Assist** > Select one of the following three options that you want.

+ With **Off**, you will receive all notifications, from software to contacts such as Mail, instant messages .

+ With **Priority** you only see notifications of selected applications in Priority List you customized and send the rest to Action Center.

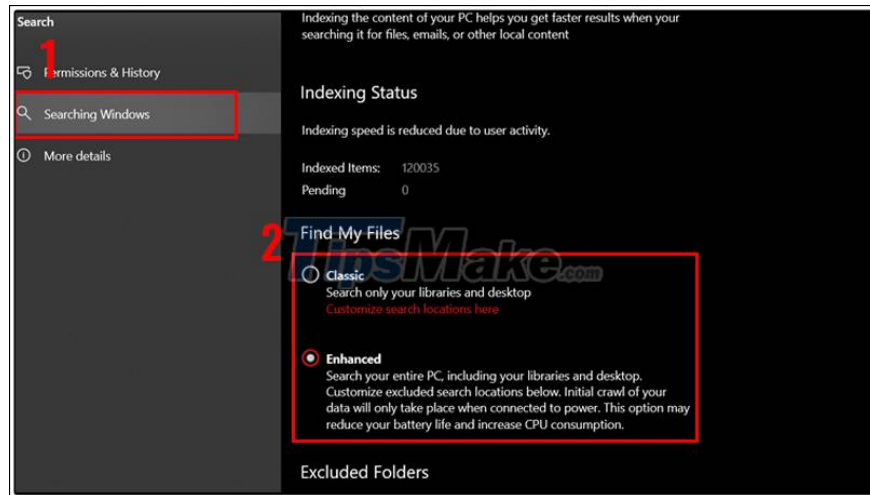
+ With **Alarms only** will hide all notifications from the software except alarms.



## 7. Advanced search feature

Have you ever encountered the situation where you want to find the file you are looking for, but don't remember where it is? You try to search the archive but it seems too time consuming. So try this advanced search feature in Windows, which will help you search faster than ever.

In **Settings** > In **Search** > Select **Searching Windows** > Select **Classic** or **Enhanced** .



With **Classic** mode , the machine will only search in **Libraries** and **Desktop** , while **Enhanced** will search across the entire computer.

Above are 7 extremely unique tips and tricks on Windows 10. Wish you have many interesting experiences with those tips.

You finished reading the article "**7 great Windows 10 tips and tricks that you need to know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.