

# 7 quick control tips for Windows 10

When working on a computer, if we know the control tricks, it will save time and work. With Windows 10, you can use quick control tips ...

When you know and use the control tricks on your computer, make sure your work and operation control will save more time. The same goes for Windows 10 computers. The control tricks seem extremely simple, easy to implement and available right on the computer but we accidentally ignore them.

In this article, we will take a look at the control tricks on Windows 10 computers, support users to manipulate faster during the work process.

## 1. Minimize all windows, except for the working window:

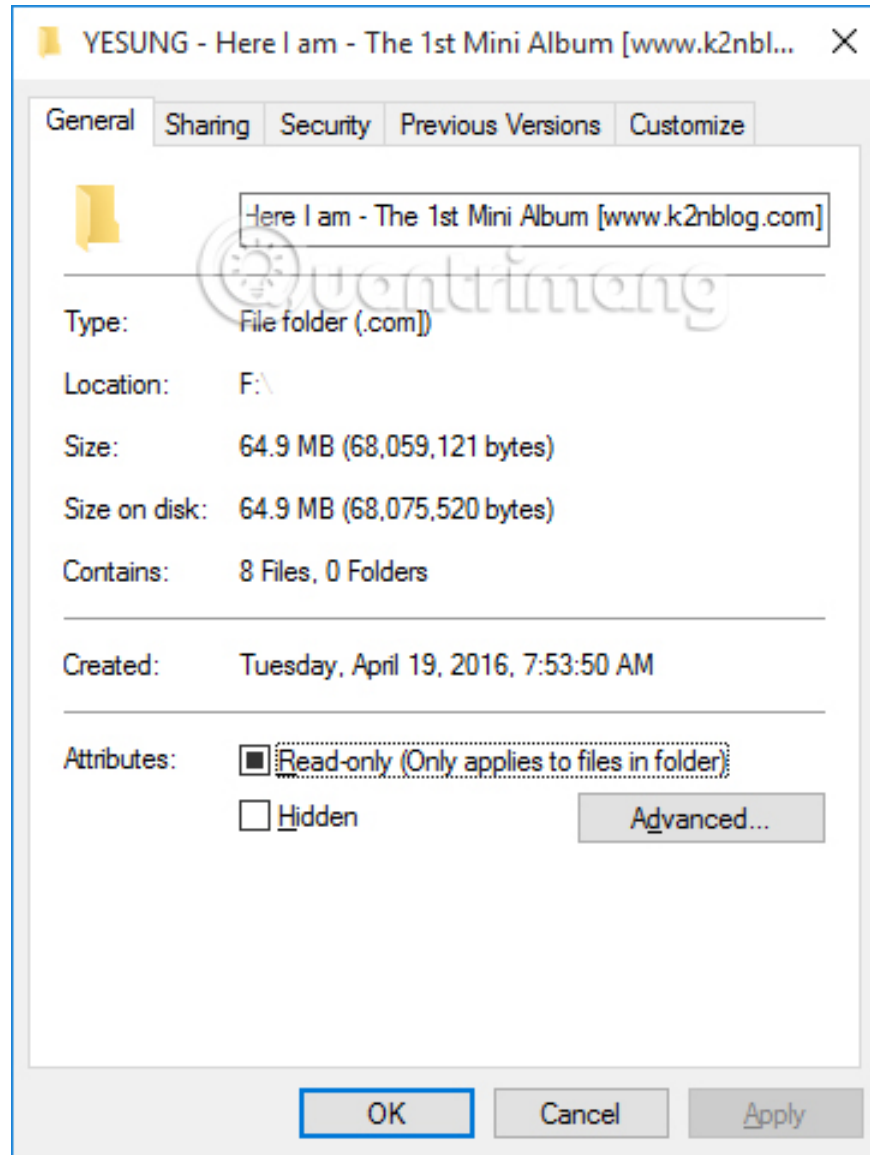
This will allow users to focus on a working window without shutting down other windows. Using the mouse to **hold the title bar of the tab you want to display**, **move continuously to the outside corner of the screen** and you will see the working window separate from other windows.

When you want to **merge the windows**, simply click on the **minimize window** and move to the white area of ?? the other windows.



## 2. Quickly open the properties menu (Properties):

When opening files in the Explorer window, we can quickly see the properties of a file or folder by **holding down the Alt key**, and **clicking the left mouse button** on the file icon (or pressing the key combination). Alt + Enter).



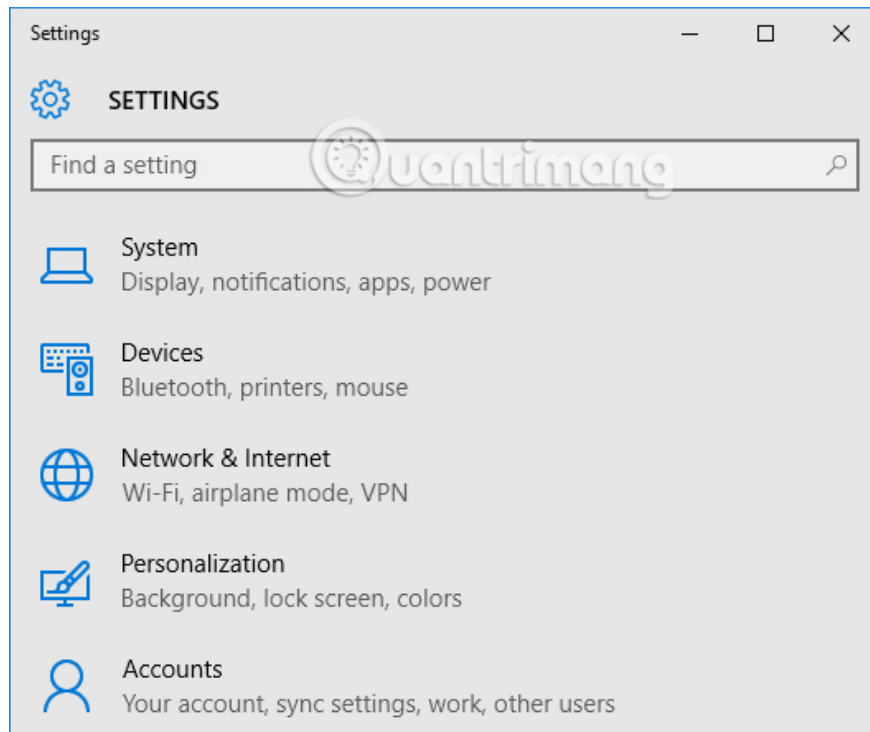
This will instead of right-clicking on the folder and selecting the Properties row to see the file properties.

### 3. New shortcut from the combined Windows key:

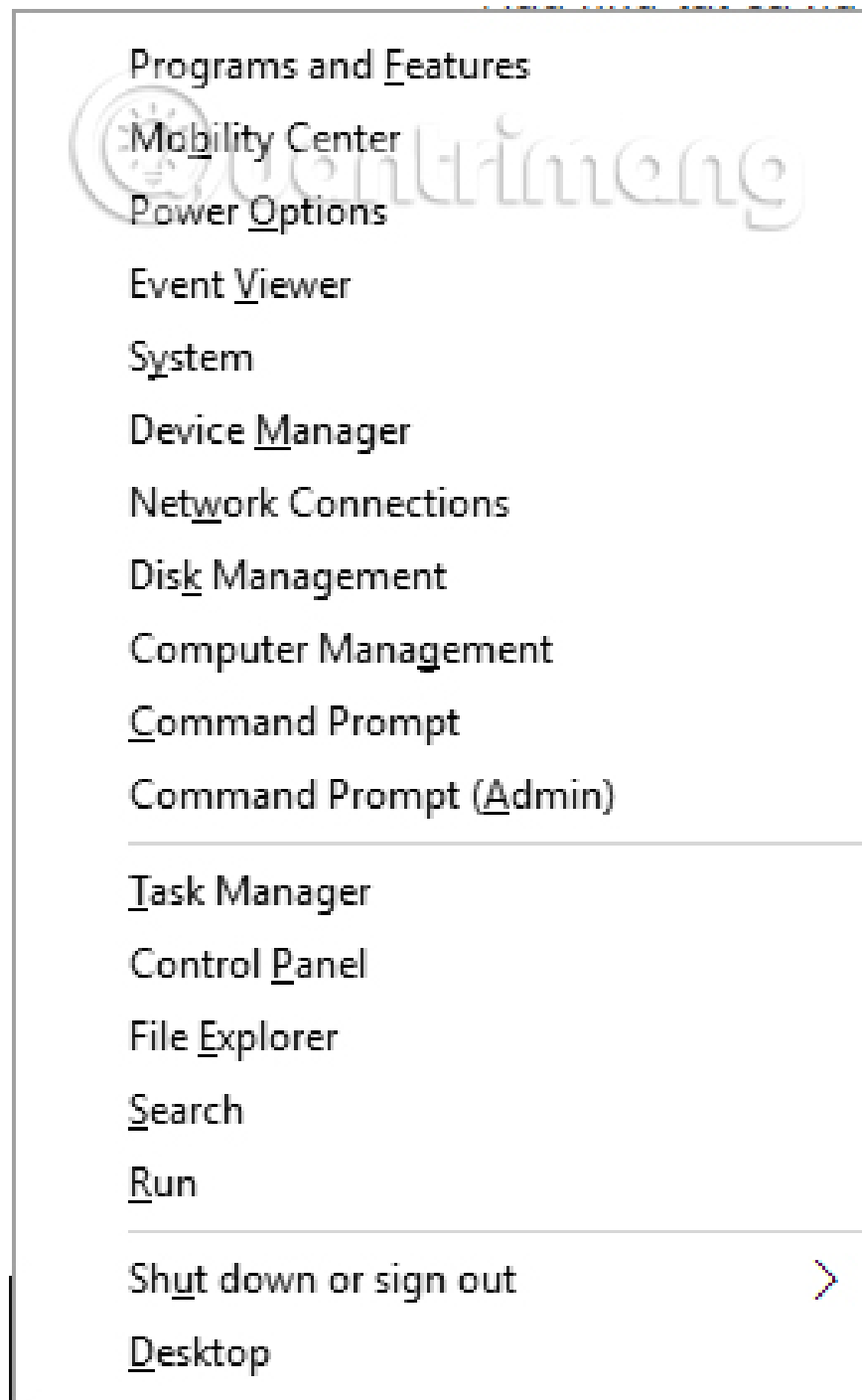
In addition to the keystrokes with Windows in previous Windows versions, on the new Windows 10 version, users can use the new Windows key combination.

1. More than 60 shortcuts can not be unknown to Windows users
2. If you want to master Windows, master these shortcuts

**Windows + I** key combination : quickly open the Settings window related to system, device, network, personalization, .



**Windows + X** key combination: Open the old-style **Start Menu** bar before, so that you can easily open specific system functions.



**Windows + A** key combination : open **Actions Center** to quickly perform system controls.

ACTION CENTER

Clear all



Security and Maintenance



Disable apps to help improve perfor  
You have 3 or more new apps that start a

Thu



Collapse ▾



Tablet mode



Connect



Note



All settings



Battery saver



VPN



100%



Available



Quiet hours



Location



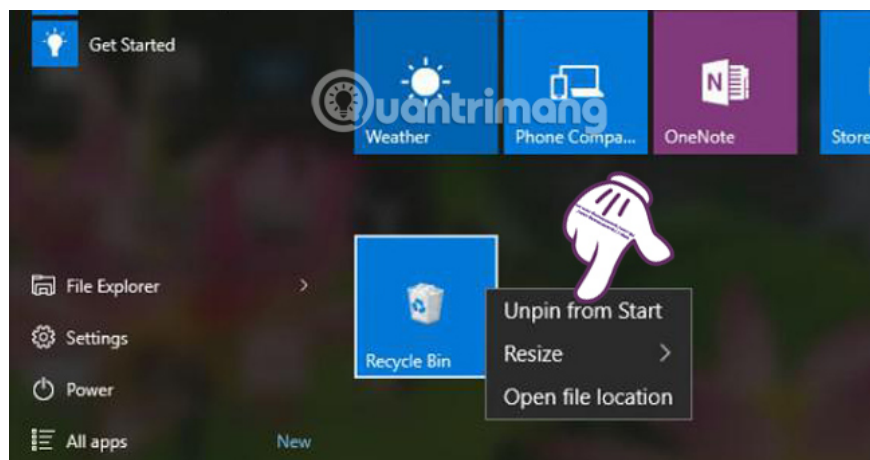
Airplane mode

## 4. Put trash in Start Menu:

Users can "trash" the Recycle Bin in the new location into the Start Menu instead of leaving it on the Desktop, and still be able to easily clean the trash every time you need it. **Right-click** on the **Pin to Start** trash can icon to bring it into the Start menu.



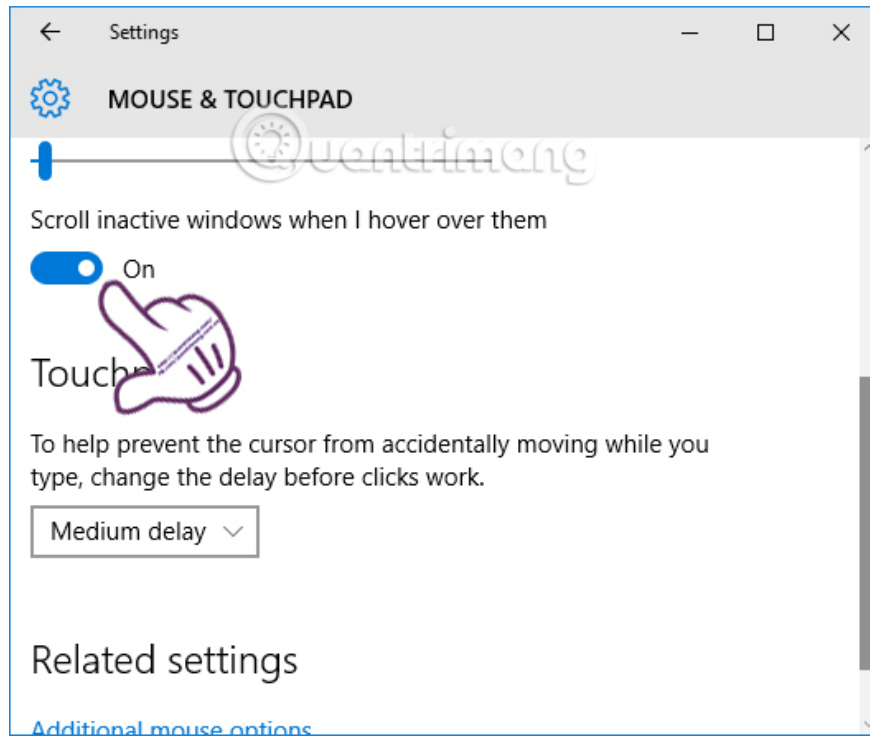
The trash has already been put into the Start Menu. To return to the screen, we just need to right click on Recycle Bin, then select **Unpin from Start**.



## 5. Use any mouse to scroll any window:

Usually, the mouse scrolling function only works for the working window. However, we can perform mouse scrolling even with the window not working by the following operation:

Settings> Devices> Mouse & touchpad, turn ON Scroll mode inactive windows when I hover over them

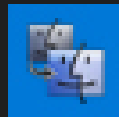


So when you roll in any window, you just need to hover over it and roll.

## 6. Quickly open the application in Start Menu:

To open an application in the Start Menu we must access All Apps scrolling in order 0-9 and then A - Z to detect the application we are looking for.

Recently added



Windows Migration Assistant



Bonjour Printer Wizard



0 - 9



3D Builder

New

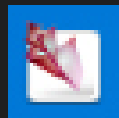
A



Adobe

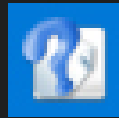


New



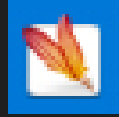
Adobe Bridge

New



Adobe Help Center

New



Adobe ImageReady CS2

New



Adobe Photoshop CS2

New



Alarms & Clock

New

B



Bonjour



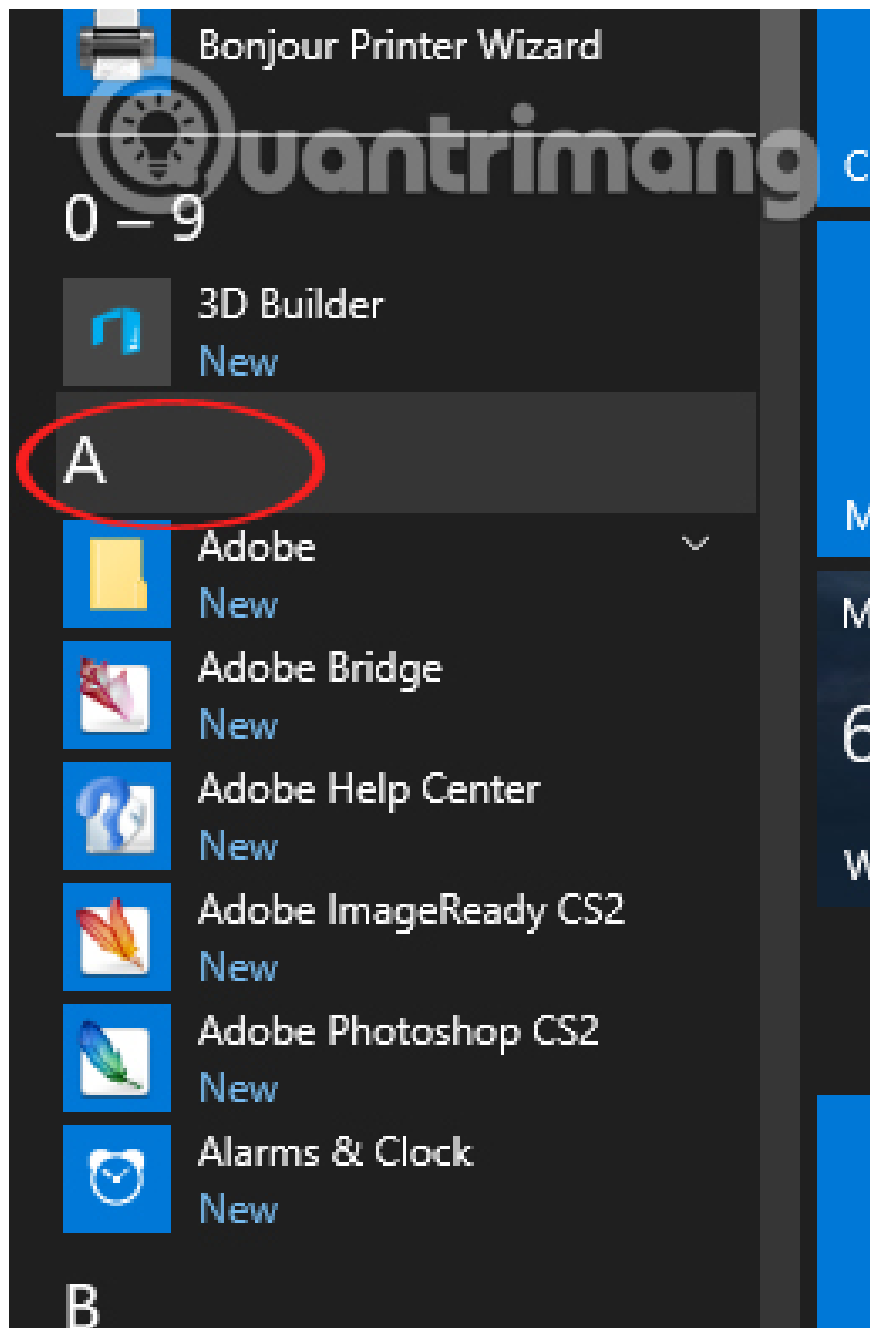
New

← Back

But there is a faster way to find applications when accessing All Apps.

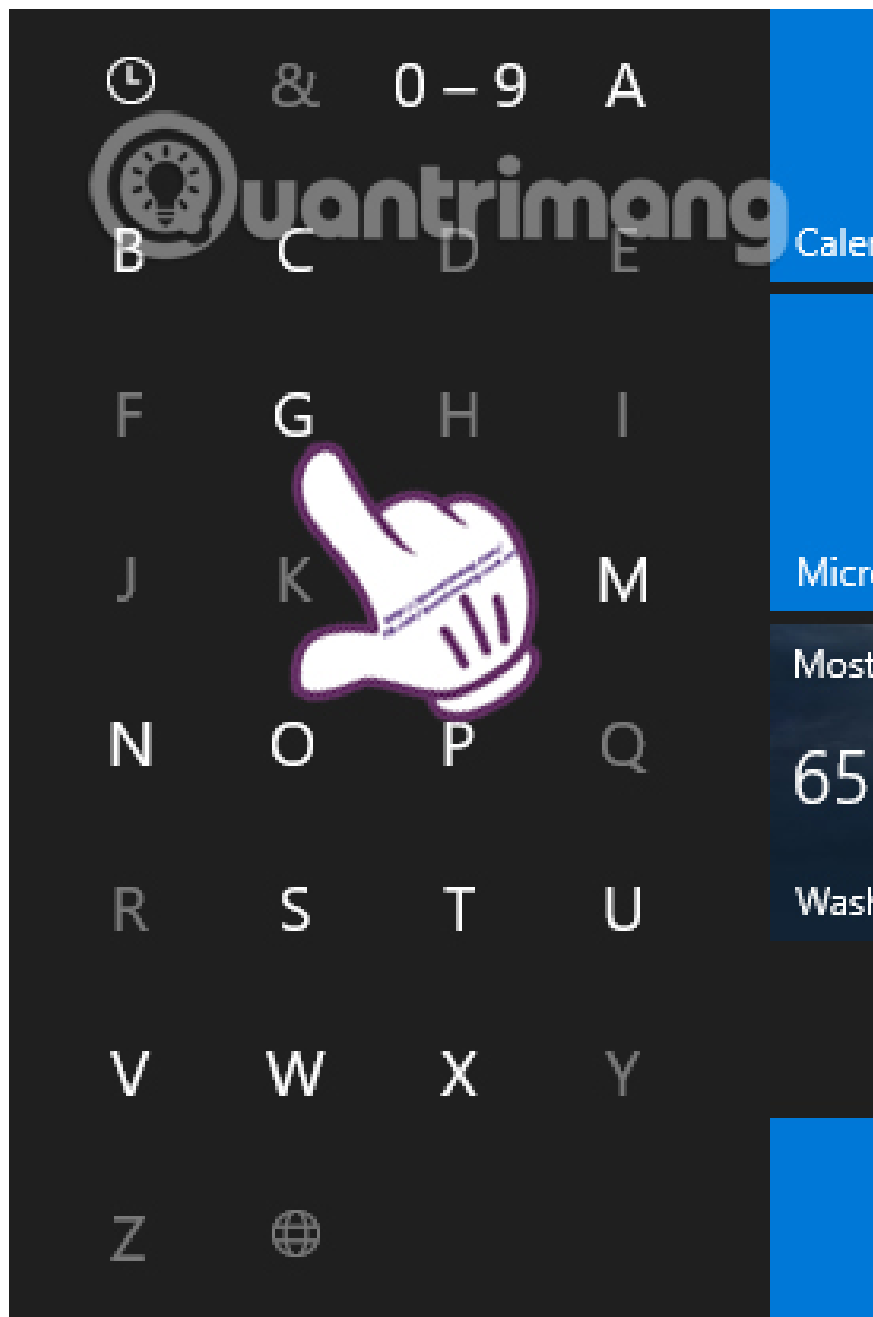
### Step 1:

Click on the number or letter that represents any application group name.



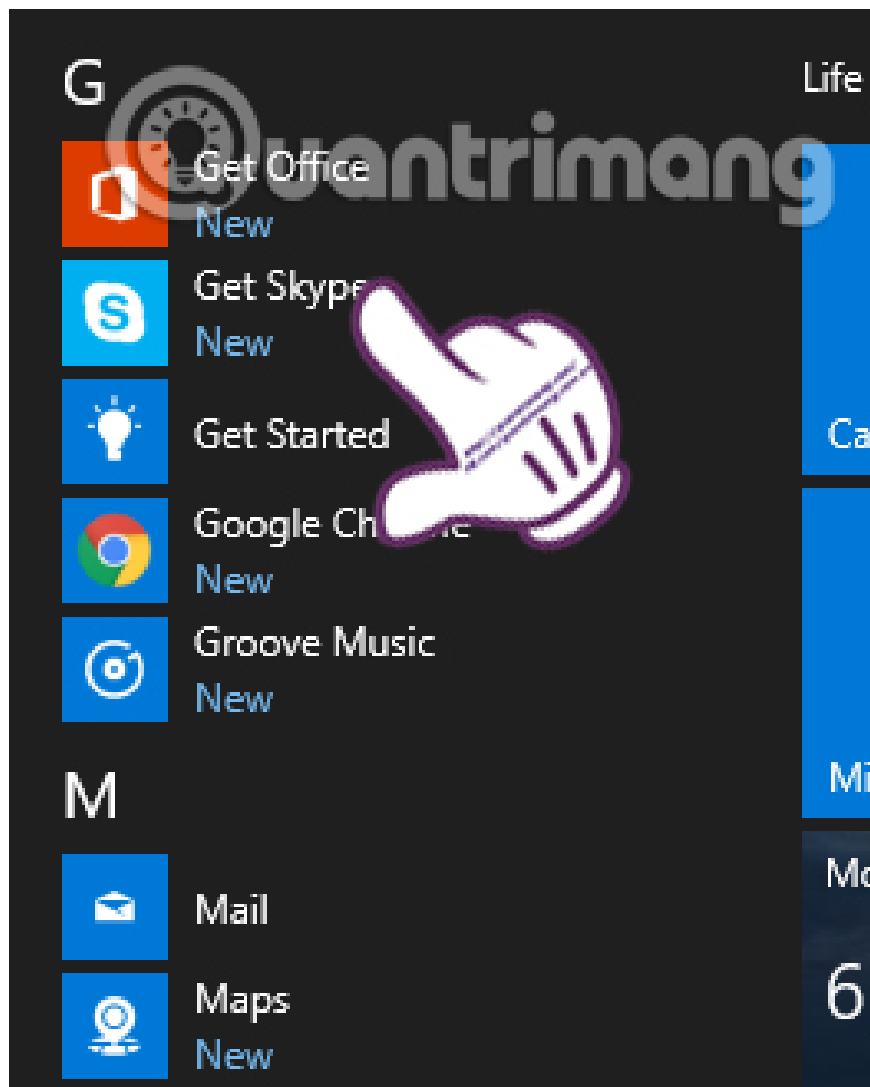
### Step 2:

Immediately afterwards, a **alphanumeric table appeared** . Continue to press the letter that matches the first character in the application name you are looking for. Under the picture, we choose the G.



### Step 3:

We will immediately get to the group starting with that character, when the top of the search list appears. If your computer has a lot of software installed, this way will shorten that search time.



## 7. Quick access to applications in Taskbar:

In Taskbar, there will be applications that you often use and we can open them faster with shortcuts.

In the Taskbar of Windows 10, from left to right next to the Start icon, search and Task View function, the next icon will be defaulted with **Windows + 1** shortcut, the next icon attached to the combination **Windows + 2**, **Windows + 3** keys, . **The numerical order will correspond to the software sequence that appears on Taskbar from the right too.**

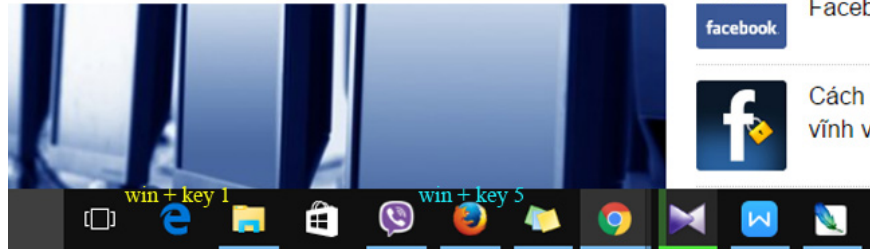
It is important that you remember the location so that you can easily open any application in the Taskbar

For example, in the picture, to open the Microsoft Edge browser, I use the combination of Win + 1, open Firefox using Win + 5.

Ủ mọi thể loại thì bạn đã phớt lờ đi những học liệu vô cùng  
ia sẽ video lớn nhất hành tinh này rồi đấy.



phím, chuột khi Boot USB cài Win



ĐƯỢC XEM TI



Hướng  
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Stream  
facebook

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Faceb



Cách x  
vĩnh vi

These are small tips to help you quickly control Windows 10. The tips are simple and available on your computer so you can easily do it. Please pin this article back so that you can always do a quick operation on your computer.

### Refer to the following articles:

1. 7 ways to do, customize in post will help your Windows 10 "as fast as wind"
1. How to open the virtual keyboard in Windows 10
1. Instructions for dividing hard drives right in Windows 10

### I wish you all success!

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