

# Useful computer tips and tricks everyone should know

If you are a regular computer user, please note the following extremely useful computer tips and tricks!

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## Computer tips and tricks

1. General tips
2. Tips for manipulating text
3. Keyboard shortcuts
4. Web browser tips and tricks
5. Tips for managing files
6. Security tips
7. Other third-party application tips

## General tips

### Open the closed tab again

If you closed a tab just press **Ctrl + Shift + T** to reopen the newly closed tab. On a Mac, press **Cmd + Shift + T**.

### Snap feature and multi-screen Windows

Pressing the **Windows key + the arrow key** causes the windows to quickly shrink to one side of the screen. In addition, pressing **Shift + Windows key + arrow** will switch the window to another screen. While pressing **Windows + P** will allow you to quickly set up a second screen or projector.

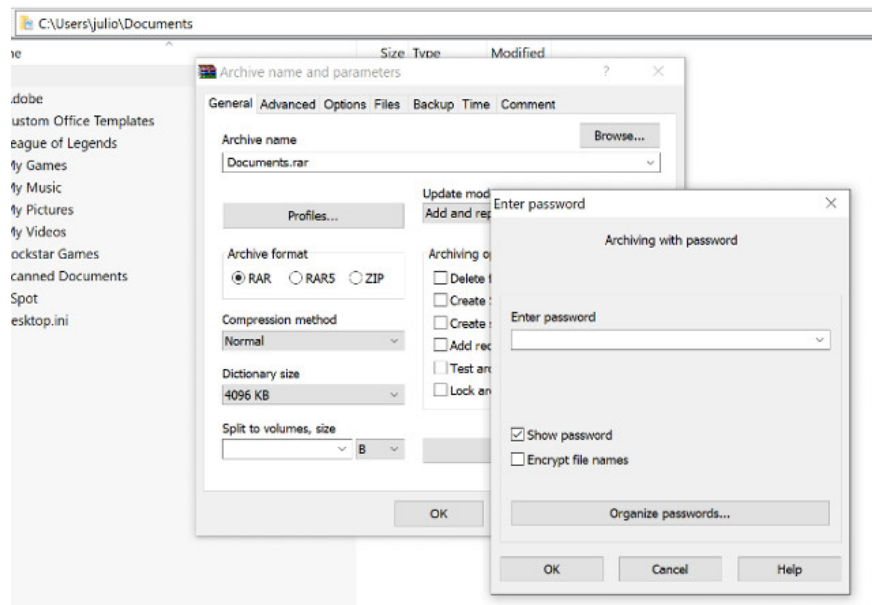
On macOS, you should prioritize to use the power of Mission Control to handle virtual desktops, switch between applications and reach the highest speed. Although the Mac does not support multi-window mode, there is an application called Magnet for \$ 0.99 that performs that function and is greatly appreciated.

1. 13 things not to do when using a computer

### Protect files with a password

A simple way to prevent others from accessing your important files is to encrypt the file. You may already own 7-Zip, WinRAR, The Unarchiver (for Mac) or an equivalent software, create a new archive, choose to encrypt

content and password protection.



## Undo anywhere

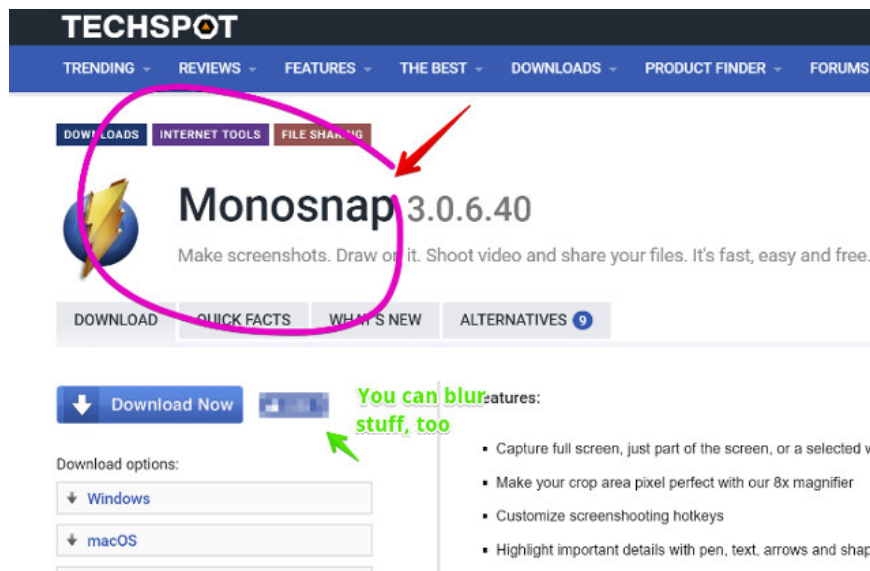
Did you know you can undo almost any action on your computer? Ctrl + Z is the 'classic' hot key and you're sure you already know about it, but be aware that undo not only for typing. If you accidentally delete or move a file, you can press **Ctrl + Z** to bring it back to position (Ctrl + Y will redo any action you have done).

## Shortcuts for YouTube

As you already know how to use the spacebar to pause a video on YouTube, you may not know how to use the K key to get the same result. Alternatively, you can use the J and L keys to rewind or fast forward 10 seconds, M to mute.

## Screen capture

Pressing **print screen** on the keyboard is the easiest way to take a screenshot. But Windows and macOS provide some other ways to take screenshots. You can use Monosnap (Mac, Windows), a simple tool, speed and multi-platform support.



## Windows Power User menu

You can open the Windows Power User menu by right-clicking on the bottom left of the Start button on Windows 8 and 10 to open the context menu with shortcuts for source options, event viewer, device manager, etc. This menu is also accessible by pressing **Windows + X** key.

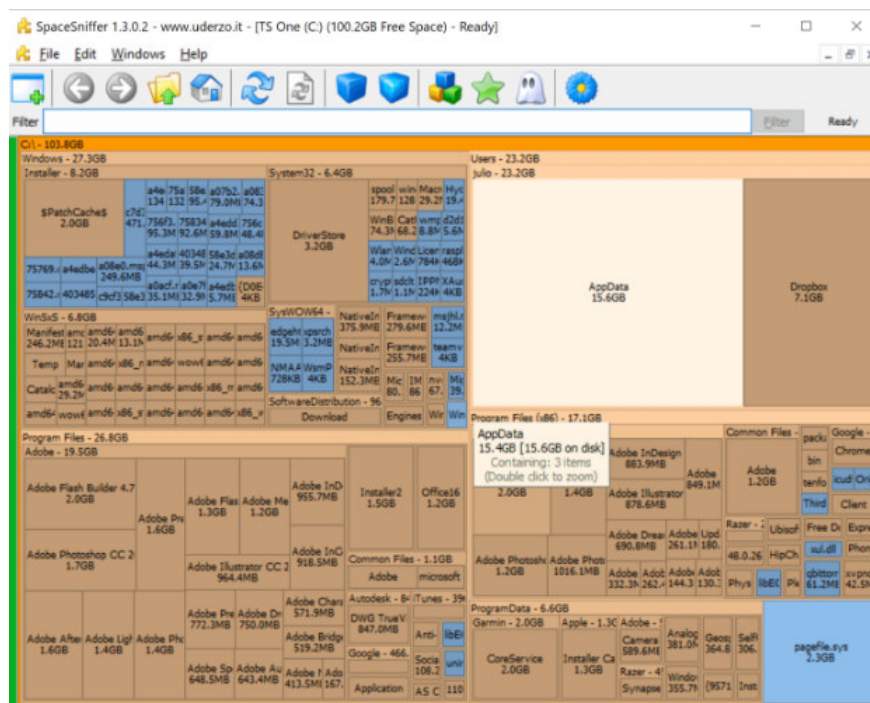
## Easily extract images from Word files (.docx)

Change the file name from .docx to .zip and open the file. The image will be in one of these folders.

## Finding or deleting large files wastes storage space

A handy tool called Space Sniffer can be used to easily find the files and folders that are taking up the most space on the drive. From there, you can delete them and free up storage space. Other Windows options (free) include WinDirStat and TreeSize. On macOS you can use either Finder or Siri to find large files without third-party applications.

1. How to find large files on Windows 10



## Reduce the program to run at startup

If the computer starts up slowly, it may be because there are too many programs running at startup. It's easy to reduce these programs and make your computer boot faster. However, you should check the deleted programs when booting to not crash the system.

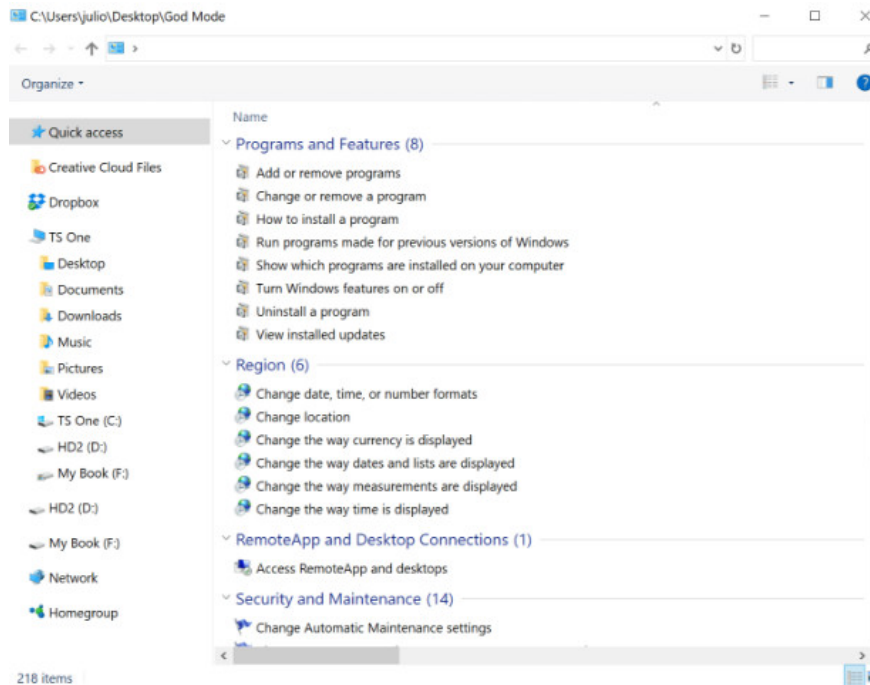
**Windows:** Open the task manager ( **Ctrl + Shift + Esc** ) and go to the startup tab to configure the programs you want to start with the system.

**Windows 7 and earlier versions:** Open **Run** (Windows + R key) and enter **msconfig** to access the window with the same boot.

**macOS:** Go to **System Preferences > Users & Groups >** select users and click the **Login Items** tab. You can delete or hide startup applications from here.

## The hidden Control Panel of Windows

Windows provides Control Panel containing all operating system settings, making it easy for users to tweak everything from desktop wallpaper to setting up VPN. To enter this mode, create a new folder with the correct name like this (copy and paste): **God Mode. {ED7BA470-8E54-465E-825C-99712043E01C}** . The folder icon changes to the Control Panel icon and you can access and change all types of settings.



## Tips for manipulating text

### Paste plain text

When copying text from any source, it retains the original format. To paste this text in plain text, press **Ctrl + Shift + V** instead of **Ctrl + V** and the system will paste the unformatted text. This operation also works on Mac: **Cmd + Shift + V**.

There are a few options other than copying and pasting in Notepad:

- 1) **Ctrl + Alt + V** will display the "**paste special**" dialog box.
- 2) **Ctrl + Spacebar** will delete the format in the pasted text.
- 3) Download Puretext and select a hotkey to always paste plain text.

### Delete all words

Instead of deleting each letter one by one, press **Ctrl + Backspace** to erase all the words from behind the cursor.

### Move the cursor to the beginning of the next or previous word

Moving the cursor around with your hand while typing often takes you more time. To speed up the process, move the cursor around with shortcuts. To move it to the beginning of the previous word, use **Ctrl + left arrow**. To move it to the end of the next word, use **Ctrl + right arrow**. In macOS you can use the Option key. To select words or paragraphs, hold **Shift + Ctrl + arrow keys** (up or down will select the entire text).

### Create superscript and subscript

If you need to create superscript and subscript, press **Ctrl + =** for subscript and **Ctrl + Shift + =** for superscript.

## Use the Windows Character map to identify and create foreign symbols

Find the Character map in the Start menu and you will find a utility that allows you to copy all characters and even provide an Alt code + numeric keypad. For example, the euro (€) can be done with Alt + 0128.

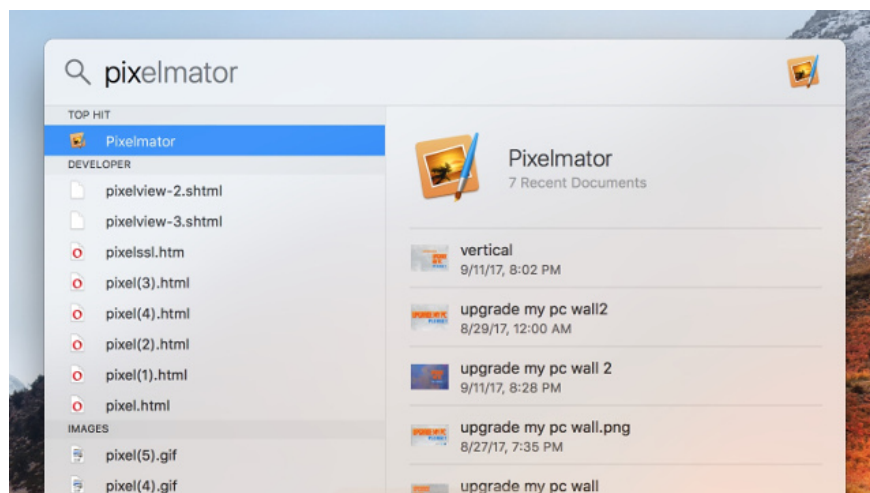
## Keyboard shortcuts

### Open the direct task manager

Want to open the task manager directly press **Ctrl + Shift + Esc** .

### Use Spotlight

Windows' built-in search is not useless, but it is certainly not reliable and slow. However, Spotlight of macOS is a 'smart' tool. Press **Cmd + spacebar** to open an application by simply typing the first 2 to 3 characters of the application name, it will search for files or even do calculations.



### Interrupt all processes

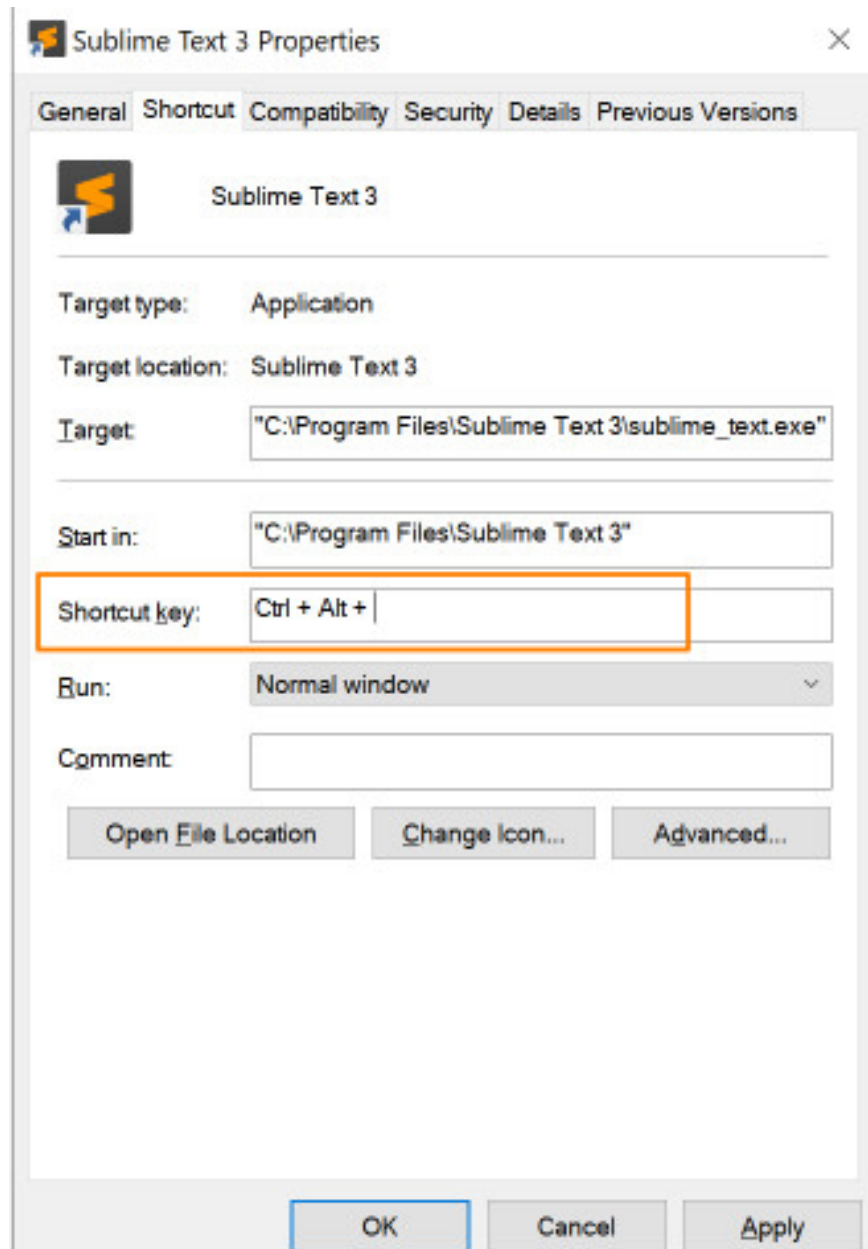
**Ctrl + Alt + Delete** is used as a normal computer shortcut and almost every user is familiar. It is important to note that it can also interrupt all processes, including system failure. In macOS, you can also "summon" the Force Quit dialog using **Cmd + Shift + Esc** .

### Switch between open windows

Pressing **Alt + Tab** allows you to move through open windows ( **Alt + Shift + Tab** will move backwards). In macOS use shortcut **Cmd + Tab** .

### Start the program with hot keys

Right-click the shortcut of any application in Windows, click on **Properties** and in the **Shortcut** tab, you will see a "shortcut key" field to create the preferred **shortcut key** to launch the program. Note, if clicking the " **advanced** " option in the Shortcut tab, you can set it to run as an administrator, especially useful for creating a shortcut for elevated Command Prompt.



### **Close the current program**

Pressing **Alt + F4** will close the running programs. This is very useful because it saves you time.

### **Minimize all windows**

Sometimes you use a variety of programs and want to minimize all to display the desktop. Simply press the **Windows + D** key to save you the time of pressing the minimize window button. It should be noted that **Windows + M** provides the same functionality, but does not undo, so Windows + D is a more convenient approach. In macOS, use Mission Control to handle virtual desktops, switch between applications.

### **Use the menu key on the keyboard to right-click**



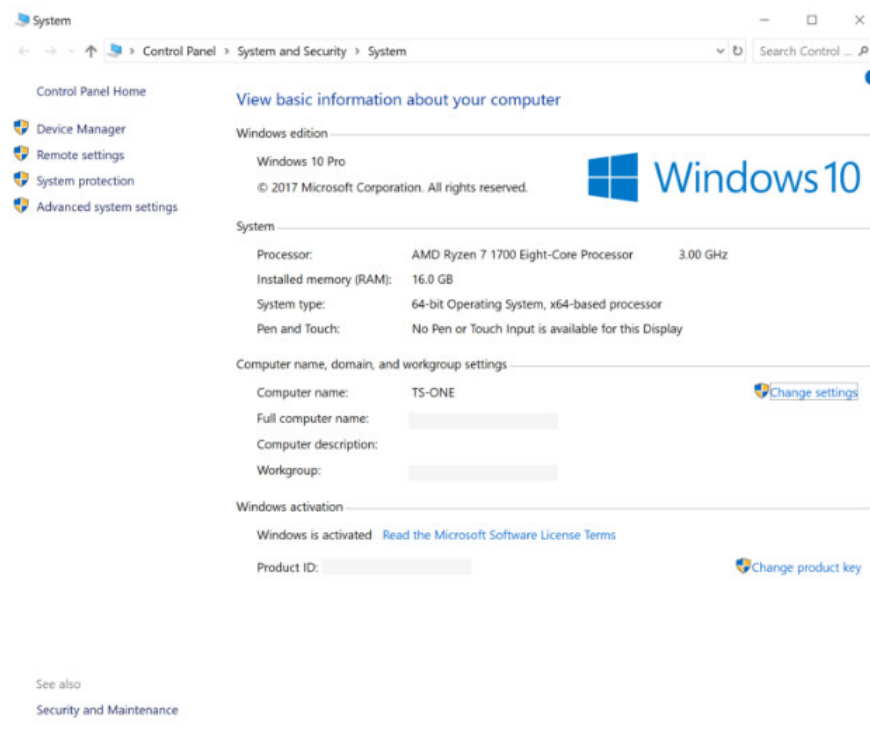
Not all keyboards have a menu key (as shown in the illustration), but many keyboards have this key. This button will replace the right-click operation.

### Close the current window / tab

Press the X button to turn off the current window? No need to waste that time, just press **Ctrl + W** and the current window will close.

### Open the system information window

This process is much faster than the traditional way, just press **Windows + Pause Break** and the system information panel will appear.



### Use the keyboard to launch programs on the Windows Taskbar

Pressing the Windows key + number corresponding to the location of the program on the Taskbar is a quick way to open them. For example, if Chrome is the second icon on the Taskbar, press the Windows + 2 key to open it.

## Use the keyboard to navigate the system tray icons

Pressing the **Windows + B** key will automatically select the system tray area, where you just need to use the arrow keys to select the program and press **Enter** to open.

## Enable copy and paste in Command Prompt

Right-click the **Command Prompt** shortcut > **Properties**> **Options** > and select the "**QuickEdit mode** " box. Now you can select the text with the left mouse click, copy with the **Enter** key and paste with the right click.

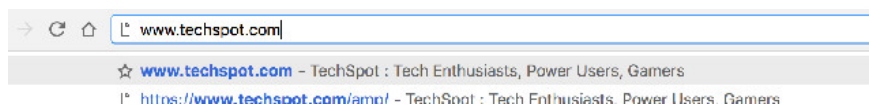
## Web browser tips and tricks

### Move quickly to the address bar

There are several ways to navigate to the address bar from anywhere on the browser. Press **Ctrl + L**, **F6** and **Alt + D** all accomplish this goal.

### Automatically add www. and .com into a URL

You can save time typing www. and .com in a simple URL by pressing **Ctrl + Enter** after typing the name of the website. If .net, press **Ctrl + Shift + Enter** .



### Switch between open tabs

Pressing **Ctrl + Tab** will switch between tabs in the browser ( **Ctrl + Shift + Tab** to undo). This can be many times faster when moving the mouse and clicking on a tab. Ctrl + numbers on the numeric keypad (1, 2, 3, 4, n .) will also take you to the tab in that number order. Ctrl + 9 takes you to the last tab, even if more than 9 tabs.

### Scroll pages with spaces

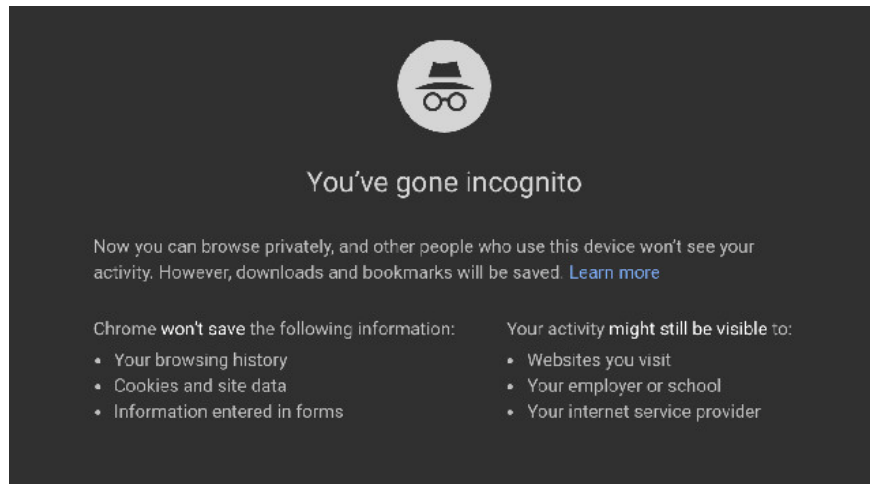
Pressing the spacebar on the web page will scroll the page down and pressing **Shift + space** will help move it up.

### Instant image search (Chrome only)

If you hold down the " **S** " key and right-click an image, it will open the image search on a new tab.

### Use private browsing

The use of no cookies and history is obvious to certain activities. Press **Ctrl + Shift + N** will open the anonymous browser in Chrome, **Ctrl + Shift + P** in Firefox and Internet Explorer.



## Bookmark icon on the toolbar

You can delete bookmark names leaving only the icon so they take up less space on the toolbar. In Chrome: right-click the bookmark on the toolbar > **Edit** > delete the name and click **Save** .

## Use mouse rollers

Click the mouse on the link to automatically open them in a new tab / window. Also, if you click the mouse wheel on a tab, it will close that tab.

## Copy quick links

Right click on the link as usual but press the **E** key on the keyboard to copy the link.

## Editing content on the web

Open console interface on Chrome or Firefox (right-click and choose **Inspect** ). On the console enter the `document.designMode = "on"` command to allow you to edit any text on the screen.

## Zoom in and out on the website

Use the browser's magnifying glass icon to make the site look more comfortable. **Ctrl / Cmd** and +/- (plus / minus) to zoom in and out. To reset the default zoom level, use **Ctrl + 0**.

# Tips for managing files

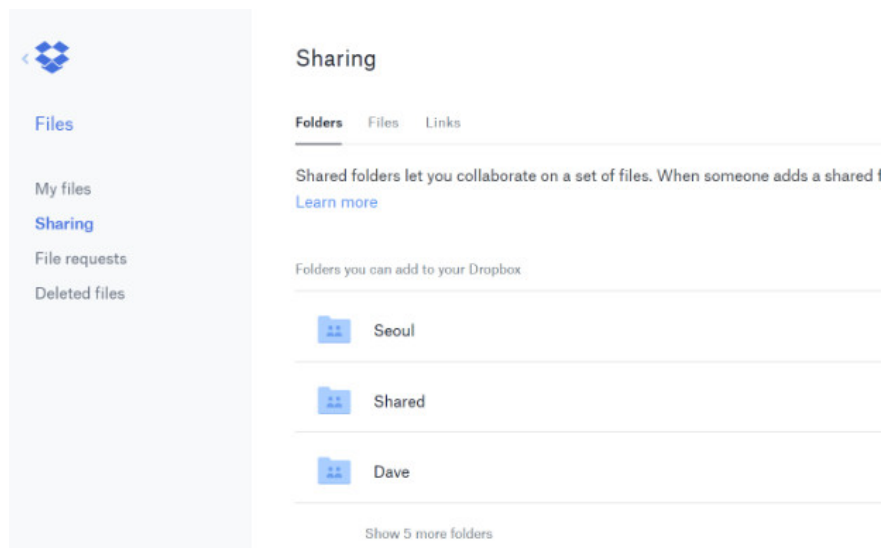
## Rename a file quickly

Right-click and select Rename is not really effective, instead press **F2** while selecting a file. To change the name of another file, press **Tab** without unchecking the current file. On a **Mac**, press **Enter** to change the name while **Cmd + O** is used to open the file.

## Back up to the cloud important files

If you're working on an important project, make sure you don't just save it on your computer. Services like Dropbox, Google Drive or any other popular cloud storage solution will be helpful. Of course, you can also

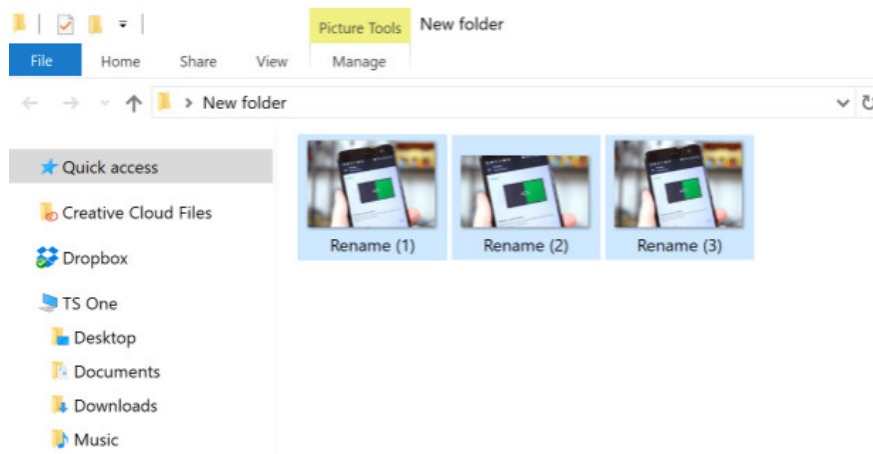
throw files on a hard drive or external hard drive.



## Rename the files sequentially in Windows or Mac

You really do not need to download any program to perform batch file renaming. Instead, you can select all the files you want to change, right-click the first file in the list, select **Rename** (or use F2) and enter the name. This will automatically change all other files with the same original name with: (1), (2), etc.

On a Mac, do the same, select the file, then right-click and select an option to rename it in bulk.



## Select multiple files using the keyboard

To select multiple files using the keyboard, press **Shift + down / up arrow** to select a file below or above or **Shift + Page Down** to select a large group of files at once. **Ctrl + A** will select everything.

## Security tips

Lock your computer if you're sick because your friend using the computer posted everything on your Facebook or Twitter page? **Windows + L** will lock your system immediately, require a password (if a password has been set) to log in again.

On macOS use **Cmd + Option + Power** to log out. In the latest version of macOS (High Sierra) a faster option to only screen lock has been added, using the shortcut **Cmd + Ctrl + Q**.



### **Scan suspicious files with VirusTotal**

If you're worried about an infected file, you can upload it to VirusTotal to test it with a dozen anti-virus tools from the cloud. Often someone has uploaded the same file, you can see the results without having to wait long.

1. How to know for sure a safe file before downloading?

### **See who logged into the router**

Software like Wireless Network Watcher alerts you when someone accesses the router. You can also do this by logging in to the router (popular router IP addresses) and checking the list of wireless clients, displaying the device name, IP address and designated MAC address. .

### **Permanently delete deleted data so that software like Recuva cannot recover files / folders**

Open Command Prompt and enter cipher / w: C: to delete deleted files from the C: drive (replace letters for other drives or folders).

### **Read the installation program**

Most programs can install toolbars and other unwanted software during the installation process. Take a few seconds to read each step to make sure you don't agree to install something outside of the program you're looking for.

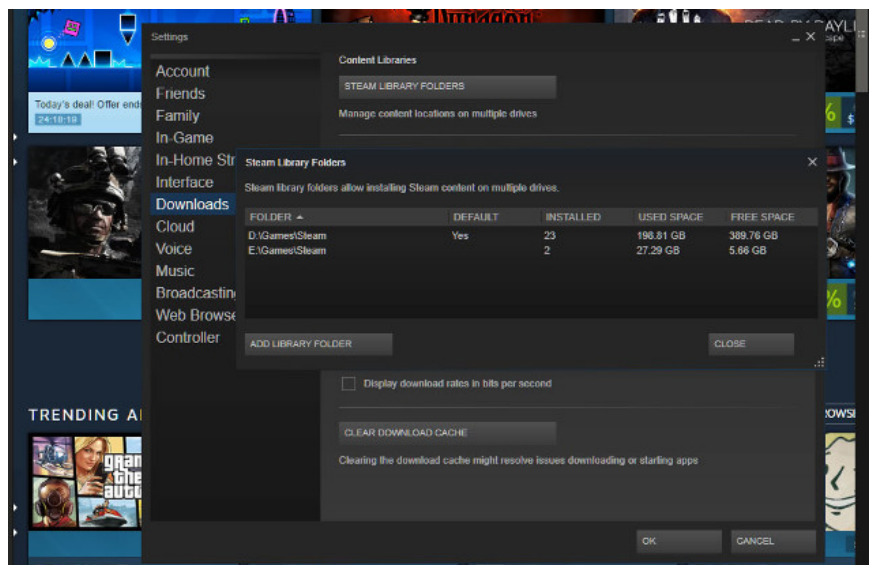
### **Run the program on an infected computer**

Malware can prevent a computer from running certain programs. Changing the name of an .exe file can often be overwritten. If that doesn't work, change the file extension to .com and the program can still run.

## Other third-party application tips

### Steam: Move games to another drive or partition

Software like Steam Mover is required for this Steam process now offers the ability to store games on multiple drives. Go to **Steam> Settings> Downloads> Steam Library Folders** , create a folder of Steam libraries then right-click a game installed in the **Steam library > Properties> Local Files> Move install folder .> Choose the directory> Move folder.**



### Repeat the last command in Excel

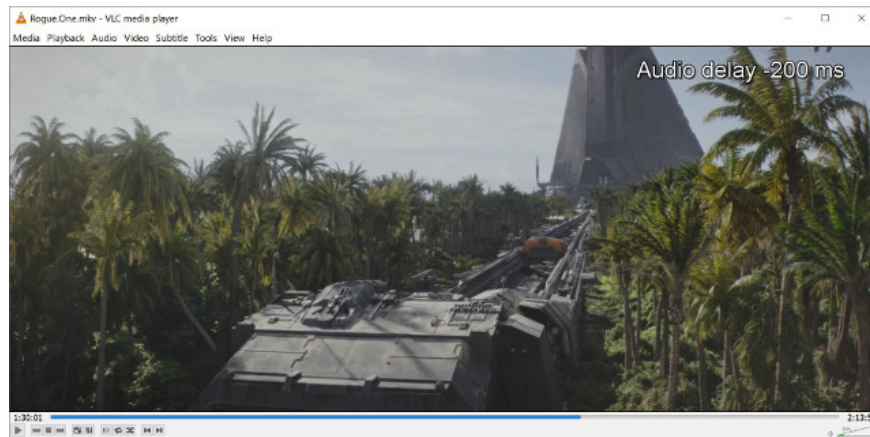
Press F4 in Excel to repeat the last command. If you select a box and highlight it in yellow, you can highlight any other selected cells in yellow by pressing F4.

### Use the Windows incident logging tool

This handy tool automatically records any click and takes screenshots. If you need computer technical assistance, go to the Start menu and search for "**steps recorder**". Use the tool and when finished, you can submit this information, arrange it neatly, for the person who helps you solve the problem.

### VLC: Fix audio and subtitles asynchronously

In VLC, if the audio is not synchronized with the video or subtitles, there is an easy way to fix this problem. Simply pressing **J** or **K** will move the sound forward or vice versa. Similarly, to sync subtitles you can press **H** or **G**.



## Expand text to full page width in Microsoft Word

Go to **View> Zoom >** and select **Text Width> OK**.

These are computer tips and tricks, hoping to help you use your computer more quickly and easily.

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