

# The Tech Tavern

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## *10 Handy Keyboard Shortcuts That You May Not Know (For Windows)*

Computers are undoubtedly a part of our everyday lives and we can't deny how much time we spend on them. But if you're the type of person that hates wasting time and effort or someone simply looking to feel more like a computer ninja, then these keyboard shortcuts are just for you.

**\*DISCLAIMER: Ninja Licensure not included**

### **1. Bringing Up Windows Explorer/Finder**

Whether you're organizing your music library or navigating through your mountainous stash of photos, it all starts with opening the Windows Explorer. So you might as well make it something you can do instantly without having to click on your taskbar or Start Menu.

Press: **Windows + E**

### **2. Making A New Folder**

Creating a new folder is something we all need to do on a frequent basis, especially if you're the type of person that likes to keep organized (or just that one troll guy in the computer lab who makes a bunch of dummy folders for fun).

Press: **Ctrl + Shift + N**

### **3. Move Up/Go Back One Folder Level**

We've all had that one instance where we're rushing through our folders, looking for something, and we've misclicked and opened the wrong folder. Instead of dragging your mouse all the way to the back button, simply do the following.

Press: **Alt + Left Arrow Key** or **Right Arrow Key**

### **4. Opening Apps on Your Taskbar**

Many people keep their favorite apps pinned to their taskbar particularly if they like to keep their desktop clean or free to display their aesthetic wallpapers. This is how you access them mouse (and hassle) free.

Press: **Windows + 1, Windows + 2, Windows + 3... etc**  
**Windows + T** to toggle through without opening them

### **5. Opening the Task Manager**

Most everyone is aware of the *Control + Alt + Delete* shortcut that brings up your computer's security options and consequently, the task manager, which is most likely what you were going for anyway. But not everyone knows that there's a quicker way to achieve this.

Press: ***Control + Shift + Esc***

## 6. Showing Your Desktop

Ever had an instance when you need to access something on your desktop, but you've got too many windows open and having to minimize and bring them back one by one just seems so tedious? Aside from the built in button on your taskbar, there's these shortcuts to help you as well.

Press: ***Windows + D*** and pressing it a second time brings everything back  
***Windows + Home*** to minimize everything but the active window  
***Windows + ,*** to view the desktop briefly without minimizing anything

## 7. Moving The Active Window

For when you're working on something that requires you to look at multiple other references, this shortcut lets you quickly organize and snap into place all the windows you need. P.S. This also works with moving your active windows over to another monitor if you're a rich kid like that whose setup has multiple.

Press: ***Windows + Up Arrow/Down Arrow/Left Arrow/Right Arrow Key***

## 8. Connecting Your Laptop to a Projector

A lot of people dread having to stand up in front of a crowd and present something. Even more people dread the awkward silence that precedes said showcase while you're setting up your presentation. Here's a shortcut that'll hopefully help make that whole experience a little less painful by connecting your laptop to the projector instantly through a quick side menu.

Press: ***Windows + P***

## 9. Taking A Screenshot

The *Print Screen* button does a well enough job in a pinch, but saving it manually requires having to slog through *Windows Paint*. And that's only if you don't accidentally overwrite that screenshot with another. Since we're not barbarians anymore, here's how to take a screenshot and instantly save it to the *Screenshots folder* in the *Pictures folder*.

Press: ***Windows + Print Screen***

***Alt + Print Screen*** captures only the active window but it doesn't save (*Absolutely barbaric*).

## 10. Locking Your Computer

In the magical moments of one's life where "nature calls", your pesky cat/dog/child is asking for food, or you simply have to step away from your computer that's in the midst of your prankster friends, this is how you protect your privacy (and dignity) in two easy button-presses.

Press: ***Windows + L***

Those are just some of many keyboard shortcuts that Windows has to offer, but these should be enough to dazzle you and your pet that probably always lounges around you while you work. So the next time your professor asks for tech help in class, you'll be able to stride up there and think **yes, this is my moment**. *Go get 'em, tiger.*