

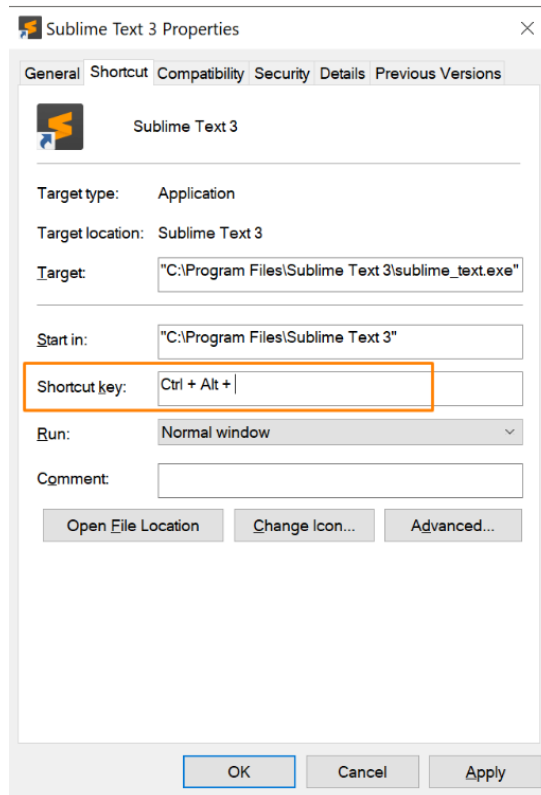
## Windows and Microsoft Office Tips and Tricks

I'm sharing 8 tips that you may or may not know that will hopefully create a few more seconds or minutes in your life. Who couldn't use that? Enjoy.

1. Delete an entire word Instead of deleting a single letter, pressing Ctrl + Backspace will delete the entire word behind the cursor. This makes deleting text quicker if you screw up a whole word.
2. Open the task manager directly If you want to bypass the interrupt that happens when pressing Ctrl + Alt + Del and jump right to the task manager, hitting Ctrl + Shift + Esc will launch it directly.
3. Cycle through open windows Pressing Alt + Tab allows you to cycle through currently open windows (Alt + Shift + Tab will cycle backwards). This makes switching back and forth between running processes quick and painless.
4. Minimize all windows. Sometimes you have a bunch of stuff running, and you want it all to go away so you can get to the desktop. Simply pressing Windows key + D will minimize everything you have up, which will save you some time pressing the minimize button for each window. It should be noted that Windows + M offers similar functionality, but there is no undoing, so Windows + D is the more favorable approach.
5. Bring up the system information window. When Bob or someone else asks you which version or how much RAM or what processor do you have? This is so much quicker than digging this out the traditional way... Just press Windows + Pause/Break and the System Information panel will be ready to go. This might be the only use for the Pause/Break key you will ever find, so enjoy it!
6. Use your keyboard to launch programs on the Windows taskbar. Tapping the Windows key + the number that corresponds to the position of the program is a quick way to open them. For instance if Chrome were the third icon on your taskbar and that's what you wanted to open, you'd hit Windows key + 3.



7. Launch programs with your own hotkeys. Right click the shortcut to any application in Windows, head into the properties and in the shortcut tab you should see a "shortcut key" field where you can type your preferred launch combo.



8. Accidentally closed a tab? Simply press Ctrl + Shift + T to reopen the most recently closed tab and get back to what you were doing.