

CRAIG'S LAW:

"A restart fixes 85% of all IT related problems."

This applies to your computer, printer, phone, router, email and more.
It sounds obvious — but more than likely, it will work!

Shortcut	What it does
Ctrl + C / X / V	Copy / Cut / Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + A	Select All
Ctrl + F	Find / Search
Ctrl + + / -	Zoom in / Zoom out
Ctrl + Shift + Esc	Open Task Manager
Win key	Open Start / Search
Win key + D	Show desktop
Win key + E	File Explorer
Win key + L	Lock computer
Win key + Shift + S	Screenshot / Snip
Win key + H	Voice typing
Win key + .	Emoji panel
Alt + F4	Close current window
F11	Full screen (browser)

RIGHT-CLICK POWER TIPS

Right-click the Taskbar → Pin to Taskbar to keep your favourite programs handy.

Right-click the Windows button → quick access to Settings, Task Manager,

File Explorer, Terminal and more.

Need more help? Call Craig on 0411 147 909 | seniorsguide.net.au

Get the full Handy Tips and Tricks eBook for \$14.95 at seniorsguide.net.au