

From: dopmannouncement

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To: DOPM All Users <DOPMAILUsers@uabmc.edu>

Subject: Computer Tip of the Week -- Useful Windows 7 shortcuts

Useful Windows 7 shortcuts

Brought to you by
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SITUATION:

Here are some more useful keyboard shortcuts to increase efficiency

SOLUTION:

Key combination	Action
Windows + T	Puts the focus on the taskbar and cycles through programs on the taskbar each time it is pressed
Windows + Ctrl + [number]	Puts the focus on the application in the <i>Nth</i> position on the taskbar; for example, to see the third program from the left on the taskbar, press Windows-Ctrl-3
Windows + Alt + [number]	Displays the Jump List for the <i>Nth</i> program on the taskbar
Windows + Shift + [number]	Starts a new instance of the program pinned to the taskbar in the <i>Nth</i> position
Windows + left/right arrow	Snaps the current window to left or right of the display
Windows + up arrow	Maximizes the current window
Windows + down arrow	Minimizes the current window
Windows + B	Moves the focus to the System Tray icons

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