

General Tricks

Bring back a closed tab We have dedicated a section to web browsing further down below, but this one is too useful to be missed. Accidentally closed a tab? Simply press Ctrl + Shift + T to reopen the most recently closed tab and get back to what you were doing.

Window snapping and multiple monitor control Pressing the Windows Key + Arrow Keys will cause a window to quickly snap to each side of either monitor. Alternatively, hitting Shift + Windows Key + Arrows will cause the window to jump to the other monitor. While pressing Windows + P will allow you to quickly set up a second display or projector.

Undo everywhere to fix those little mistakes Did you know you can undo almost any action? Ctrl + Z is the ultimate hot key, and for sure you knew about it already, however note that undo doesn't just apply to typing. If you accidentally delete or move a file, you can hit Ctrl + Z to bring it right back to where it was (Ctrl + Y will redo whatever you undid).

YouTube keyboard shortcuts If you thought using the spacebar to pause a YouTube video was effective (except when focus is elsewhere and it doesn't work), instead try using K for pausing, while J and L will step backward/forward 10 seconds. M works for mute. Super handy.

Paste the plain text of what was copied When you copy text from any source, programs will usually include any formatting that comes with it. To paste this as plain text, press Ctrl + Shift + V instead of the standard Ctrl + V, and the system will paste unformatted text.

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.

Close the current program Typing Alt + F4 will close the program that is running. This is useful as it saves you time mousing over the "X" and clicking. People will often use this as a joke, telling you to press Alt + F4 to fix a problem. Don't fall for it unless you want to close what you are doing.

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.