

## Windows Sidebar And Gadgets

The below shortcuts allow you to navigate between these gadgets. I suggest just using this table as a reference, since people don't need to navigate gadgets too often.

Move focus to Side- Win+Space

Cycle through visi- Win+G

There is a question whether this stuff is of any help or value. They Eat the resources of the computer and most are not finding any commensurate benefit.

There is little profit for small business to read the computer/ IT gadget ads too much except with a view to getting real ideas on improvements, which rarely is the case in those ads.

Ask whether this can really help the program or is it just a toy that you may or may not get some good use out of.

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# A Quick Guide To Vista Keys

Rev 1.03

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## Here are some of the Shortcut keys useable in VISTA

As usual Microsoft has made the new operating system unduly unwieldy. These tips might help some. PLEASE NOTE: some of the features and short cuts do not apply to all versions of Vista. You get more as you get the higher ones e.g. Basic is just that, Home Premium is the best buy, Business adds a few things and the phony security, Ultimate adds nothing except price.

### Managing Windows

- Alt+F4** Close the active window
- Alt+Tab** Switch to previous active window
- Alt+Esc** Cycle through all open windows
- Win+Tab** Flip 3D [[more info](#)]
- Ctrl+Win+Tab** Persistent Flip 3D
- Win+T** Cycle through applications on taskbar
- Win+M** Minimize all open windows
- Win+Shift+M** Undo all window minimization
- Win+D** Toggle showing the desktop

The “WIN” refers to the Windows key , that’s the one with the windows logo or flag on it



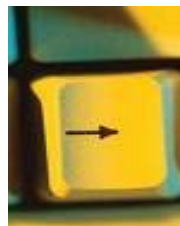
### Starting Programs

- Win+1** Open the first program on your Quick Launch bar
- Win+2** Open the second program on your Quick Launch
- Win+n** Open the *n*th program on your Quick Launch bar
- Win+U** Open the ease of access center
- Win+F** Open the search window
- Win+E** Open Explorer
- Win+R** Open the Run window [[more info](#)]
- Win+B** Move focus to notification tray (the right-most portion)
- Win+Pause** Open the System Properties portion from the Control Panel
- Ctrl+Shift+Esc** Open Windows Task Manager

### Logging In And Out

While the below shortcuts seem unwieldy because of their length, they're quite easy to remember once you try them out a few times. The → symbol stands for the right arrow key.

right arrow



key

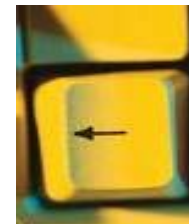
- Win, →, →, →, Enter** Shutdown
- Win, →, →, →, U** Shutdown
- Win, →, →, →, R** Restart
- Win, →, Enter** Sleep
- Win, →, →, →, W** Switch Users
- Win+L** Locks computer

### Viewing Folders With Explorer

You’ll notice that these make it run a little more to what you are used to in your Internet browser e.g. Internet Explorer , Firefox etc.

- Alt+←** Go back
- Alt+→** Go forward
- Alt+↑** Go up a directory
- Alt+D** Move focus to address bar
- Alt+D, Tab** Move focus to search bar
- Alt+Enter** Open the Properties window of the current folder
- Ctrl+Mousewheel** Change the view type (extra large, small, list view, detail, etc.)

left arrow



key