



# 5 keyboard shortcuts to make your life easier

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Keyboards are an integral part of our lives when using our desktop computers or laptops. While prolonged time spent using the keyboard can cause your arms to feel sore, some tricks can help reduce the time you spend typing on your keyboard.

While most of us are aware of some common keyboard tricks like copying and pasting options, many other shortcuts come into the mix as operating systems keep updating over time. Here are five keyboard shortcuts to make your life easier.

#### OPENING THE SEARCH BOX

You can search for files on your computer to find any file, software, or settings. You can even use it to browse the web or find your contacts. To open the Search box on a computer, press the Windows key + S.

#### SWITCHING BETWEEN OPEN WINDOWS

Do you often find yourself having multiple windows open at the same time? You work on one tab while keeping other

files idly open for easy access. You may have your email tab open while running an antivirus scan or installing a software update in the background.

Thankfully, there's a keyboard shortcut that lets you see what's open and access what you want at any time. To switch between open files/software on a desktop computer or a laptop, just press the Alt key + Tab.

#### TAKING SCREENSHOTS

Taking screenshots on your smartphone seems like a regular thing for many. But did you know that you can do the same thing on your computer? In case you want to save a picture or some text for yourself or share it with others, press the Windows key + Prt Sc (Print Screen) to capture a screenshot on your computer.

#### RETURNING TO DESKTOP

If you have plenty of applications open simultaneously on your computer and want to minimise them all at once, you can quickly return to your desktop with one shortcut. Just press the Windows key + D together. This keyboard shortcut is useful when your screen is frozen, and your taskbar is inaccessible.

#### LOCKING YOUR COMPUTER

You should always lock your computer or shut it down whenever you leave your desk. You can lock it rather than shut it down completely, especially if you have some pending work to return to. You should set a password on your lock screen to protect your PC from being accessed by others. To lock your screen on your PC, press the Windows key + L together.