

10+ IT Tips for Incredibly Busy People

Please also see the associated [10+ IT Tips for Incredibly Busy People Google+ Community](#)

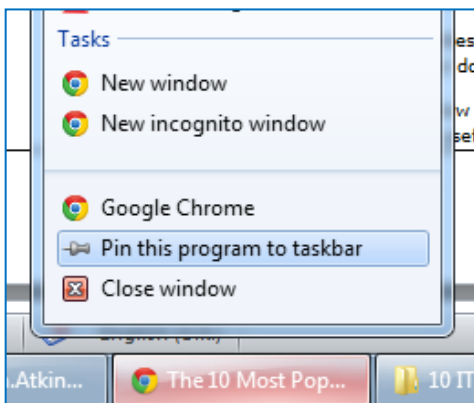
1. Keyboard shortcuts



Using keyboard shortcuts effectively can make working with computers a lot more efficient and save you more time. Below are just a few examples. To learn more simply Google 'keyboard shortcuts'.

- Windows Key + E. Opens Windows Explorer. Press again to open another. You can then drag files across easily.
- Window Key + D. Returns to Desktop. Press again, returns to where you were.
- Windows Key + L. Locks the screen.
- Copy (Ctrl + C) and Paste (Ctrl + V).
- Undo (Ctrl + Z). Re-do (Ctrl+Y).
- Save (Ctrl + S). Close (Ctrl+W).
- Find (Ctrl+F). Replace (Ctrl+ G).
- Alt + Tab cycles between windows. Shift + Tab cycles between documents of the same type i.e. Excel spreadsheets etc.

2. Pinning programs to the Windows Task bar

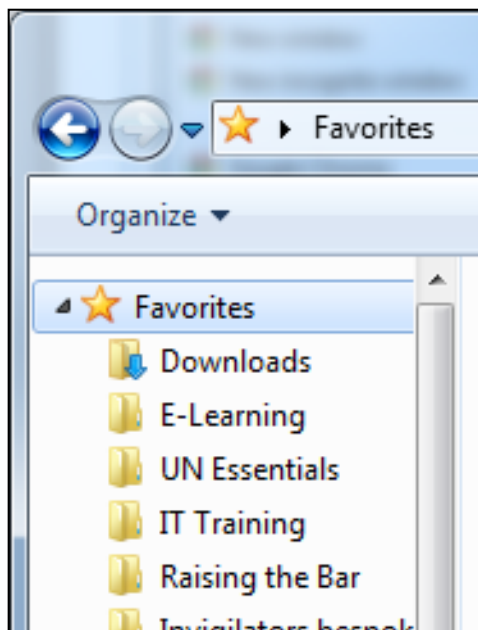


Right click on the program's window in the taskbar to pin.

Pinning regularly used programs to the task bar means they're always available at the bottom of your screen so you can easily open them. This is especially useful when you have lots of other things open.

1. Open the program you wish to pin.
2. Right click on the program's window in the taskbar and select 'Pin this program to taskbar'.
3. Alter their appearance (make smaller, group windows together etc) by right-clicking the Office button in the bottom left of the screen and selecting Properties >> Taskbar >> Taskbar appearance.

3. Using favourites in Windows Explorer



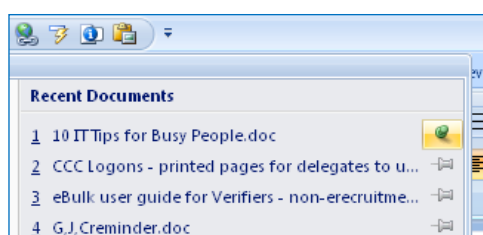
Access regularly used documents and folders simply and quickly by adding favourites within Windows Explorer.

Note: Windows Explorer is the program used to navigate drives, folders and files. *It is different to Internet Explorer (IE) which browses websites.*

- Set up a favourite by opening Windows Explorer (Windows Key + E) >> Right click on Favorites >> Add current location to favorites
- Right click on folders in the left hand pane to Remove or Rename.
- The same favourites can be accessed in any Office programme via 'Save As', 'Open' and 'Insert File' dialogue boxes.

Within Windows Explorer add favourites to access folders quickly and easily again

4. Pin Recent Documents and/or Recent Places in any Office program



In Recent Documents pin documents so they don't get lost

Access regularly used documents easily within any Microsoft Office programme by pinning documents or folders to the Recent Documents list.

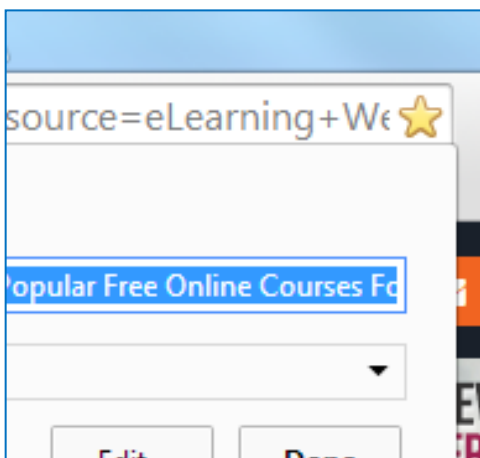
Pinning documents means they never fall off this list regardless of what other documents you open in that programme.

- To pin, go to File >> Recent >> then select the pin next to any document in the list.
- Increase the number of documents displayed in that Office programme's Recent Documents list by going to File >> Options >> Advanced >> Display section >> Show this number of Recent Documents.

5. Use the Favourites Bar in your web browser



Explorer 9




Chrome



Use your browser efficiently by setting up regularly visited websites in the **favourites bar** of your web browser (e.g. Internet Explorer, Chrome, Firefox or Safari).

Below are two examples of how to use the favourites bar in Internet Explorer and Chrome. To use in any other browser please simply Google for help or alternatively [contact Staff Development](#).

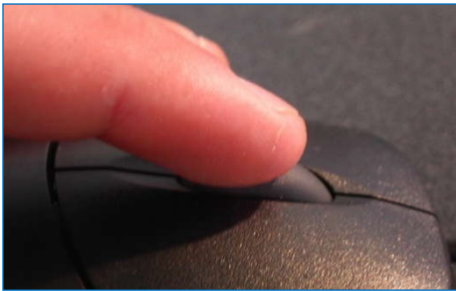
To set up and use in Internet Explorer (IE):

1. First of all turn on the Favorites bar: Open IE >> Right click anywhere in the top bar >> and select to show the Favorites bar.
2. To add to the favorites bar, go to the website in choice and click the star/green arrow symbol  in the top left. Websites added to the Favorites bar will now always be visible in at the top of the screen.
3. Right click on Favorites that have been added to the Favorites bar to Rename or Delete.
4. Left click and drag to arrange Favorites
5. Add folders into your Favorites bar to create drop down lists of websites.

To set up and use in Chrome:

1. First of all turn on the Favorites bar:
Open Chrome >> Click the burger menu  in the top right >> hover over 'Bookmarks' >> on fly-out menu select Show bookmarks bar.
2. To add to the favorites bar, go to the website in choice and click the star symbol  to the far right of the address bar. Choose to add directly to the Bookmarks Bar or to create and list in an existing or new folder.
3. Right click on Favorites that have been added to the Favorites bar to Rename or Delete.
4. Left click and drag to arrange Favorites.

6. Zooming in and Out



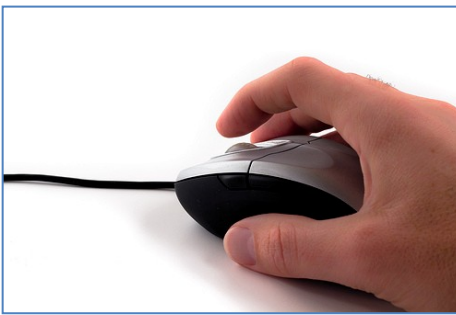
Quickly and easily zoom the view in and out by:

- holding down the Ctrl key + wheeling the Scroll wheel on top of your mouse.

This works in all Microsoft Office programs (Excel, Outlook, PowerPoint, Word etc), plus all web browsers and PDFs.

Use Ctrl + Scroll wheel to zoom

7. Double click and triple click



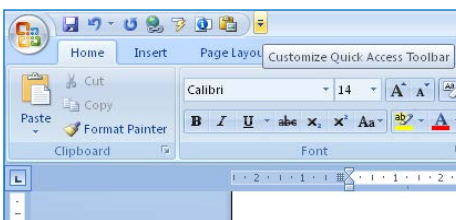
Rather than clicking and dragging to select a word, instead simply double click on a word to select it, or triple click to select the entire sentence. Ctrl+a selects the entire document.

No need to delete, just over-type selected text.

This works in all Microsoft Office programs (Excel, Outlook, PowerPoint, Word etc), plus all web browsers and PDFs.

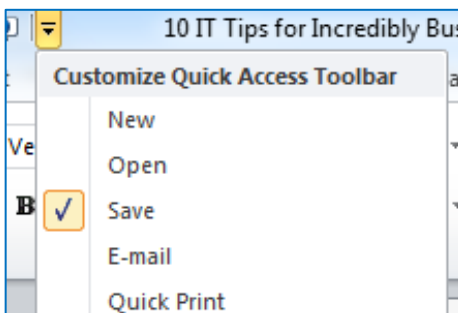
Double and triple clicking select content in different ways

8. Customise the Quick Access Toolbar in Office



Add regularly used commands in any Microsoft Office program so that they always appear at the top.

Commands could include 'attach file' or 'insert link' in Outlook for example. Or 'Save' or 'Spellchecker' in Word.



- To add, right click on any command in the top ribbon and select 'Add to Quick Access Toolbar'
- Alternatively click the 'Customise Quick Access Toolbar' downward arrow symbol to select and add regularly used commands. Select 'More Commands...' in this list to access all commands in that program or to alter the order of commands within the Quick Access Toolbar.

The Quick Access Toolbar is very useful for using regular commands

9. Scrolling on a web browser, eforms



Hitting the Spacebar scrolls the view down by one whole page on any web browser (Internet Explorer, Chrome etc). Spacebar + Shift scrolls up by one page.

Similar to that, use tab and shift+tab to complete any e-form rather than using a combination of your mouse and the keyboard.

F11 hides the top bar of your web browser making it easier to read content, especially on tablets. Right clicking the header will allow you to hide further elements of the web browser.

10. Answer phones



Skip past the annoying 'After the tone please leave a message...' instructions by pressing #.

Different carriers use different keys though, so sometimes it may be *.

Hello..is it me you're looking for?

11. Writing text messages



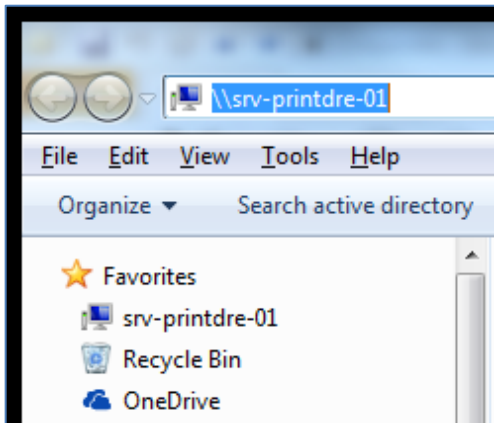
No need to write a full stop, then a space and capitalise the first word of the sentence.

Just double tap the spacebar.

Works on tablets when making notes etc.

Modern swipe keyboards such as Swiftkey, Swype and Fleksy offer silky-smooth, responsive swipe typing, as well as accurate predictive typing systems that quickly learn your personal typing habits and vocabulary quirks.

12. Setting up a printer

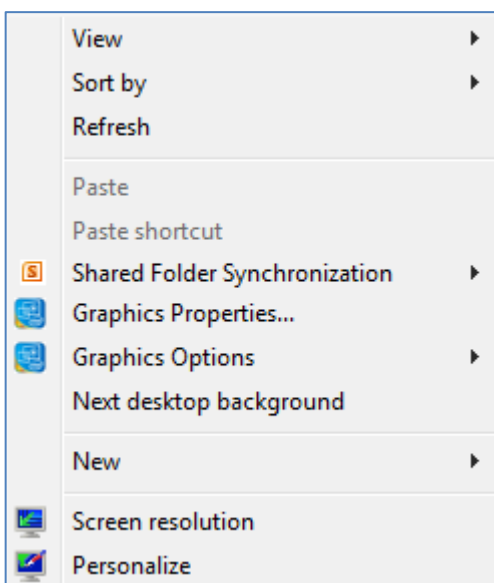


Set up printers easily using Windows Explorer

By far the easiest way to view and set up **any university printer** is to use Windows Explorer.

1. First of all note down the asset number of the printer in question. This can be found on the printer itself and will be something similar to 'UoN-Print-077'
2. Back on your PC, press Windows key + E to open Explorer.
3. Click into the top address bar.
4. If you are based in Park type <\\srv-printdre-01> or if you're based in Avenue type <\\srv-printdre-02> and then press enter.
5. All university printers are then displayed.
6. Locate the printer you want to use and double click on it to start the automatic installation.

13. Personalise your desktop



Right click on your desktop background to then alter various properties such as screen resolution or to personalise your desktop

Is the size of text on your computer too small or too large? Or do you want to have an image as your desktop background?

1. First, minimise any programs so that you can see your computer desktop.
2. Right click anywhere where there isn't an icon, to open the menu pictured left.
3. *Screen resolution* lets you alter the resolution of any screen that you are using (you can revert changes easily if you need to).
4. *Personalize* lets you change the desktop theme, choose desktop background and more.