

Keyboard Shortcuts: Minimize, maximize, and close windows

If you like to keep four or five windows open while you work (or play) on your computer, you'll appreciate knowing these keyboard shortcuts. You can quickly switch between your Web browser, e-mail, instant message windows, and other programs without taking your hands off the keyboard.

Action	Shortcut
Minimize a window to your taskbar	[ALT + SPACEBAR] N
Maximize a window so it takes up your whole desktop	[ALT + SPACEBAR] X
Restore a window so it's visible but doesn't take up your whole desktop	[ALT + SPACEBAR] R
Close a window	[ALT + F4]
Switch to the last window you had open	[ALT + TAB]
Switch to any window	Hold down the ALT key, and press TAB until the window you want is active

Like all things...practice will make the difference!