

By Jo Becker, BA

Following are a number of quick and simple computer tips you can use to improve your computing performance. “All keyboards are not created equal”—some have additional keys that others don’t. If you have the following keys on your board (most do, but not all), then you may find these shortcuts useful:

### **Quick Desktop Moves**

When you’re working on your computer and you have several programs and windows open at once, you can quickly reduce (minimize) all of them using a keyboard shortcut. Hold down the Start key (lower left corner of the keyboard; it usually has a MS Windows symbol on it) and the “m” key at the same time. This will zip you right to your desktop. This can be handy when you want to access a file or program that resides on the desktop without having to close or minimize every other open item one by one.

### **Home, End, Page Up, Page Down... Do the Hokey Pokey and Turn Yourself Around!**

The Home key, often located between the alpha and numeric keys, will move you to the front of whatever line of text your cursor is parked in when you hit the button. (If you have a spreadsheet open instead of a word processing document, it will move immediately to the first column in the same row that your cursor is located in.)

Similarly, **End** will take you to the end of the line of text your cursor is in. Taking that a step further, if you hold down the **Ctrl** (Control) key then hit Home or End, you’ll be instantly propelled to the beginning or end of your entire document. This makes for quick maneuvering if your document is several pages long and is typically quicker than using the “elevator” or scroll bar on the right-hand side of your screen.

- You may have also noticed your **Page Up** and **Page Down** buttons located close by. These two will move you up or down one screen’s length at a time.
- These four buttons work similarly in most programs, but may act a little differently (as described above in a spreadsheet). So try ‘em out!

As always, if this seems overwhelming ask for help, but keep trying! Before long you’ll get the hang of it. In the meantime, *hang in there!*

Jo Becker  
BA, former GRI

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Jo Becker has eight years of licensed real estate experience. As a former broker, she knows how important, and sometimes scary, technology and self-promotion can be. Jo has provided personalized one-on-one marketing consultation and computer software training to the industry since 2002.

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