

Technology Tips and Tricks

Leveraging Your Computer's Potential



*North Dakota
State Library*

Uncommon Useful Keyboard Shortcuts

- ▶ Opens emoji panel - Windows key + .(Period)
- ▶ Open Magnifier Zoom - Windows key + Plus (+)
- ▶ Opens File Explorer - Windows key + E
- ▶ Opens the Start menu in Windows - Windows key (or) Ctrl + Esc
- ▶ Opens Task Manager directly - Ctrl + Shift + Esc
- ▶ Opens the Run dialog box - Windows key + R
- ▶ Opens Snipping Tool to take Screenshot - Windows key + Shift + S
- ▶ Stores Screenshot of active window to Clipboard - Alt + Print Screen
- ▶ Paste Unformatted Text - Ctrl + Alt + V Select "Unformatted Text" (MS office)
- ▶ Paste Unformatted Text - Ctrl + Shift + V (Not for all applications)

Uncommon Useful Keyboard Shortcuts – Continued

- ▶ Locks your computer and brings up the login screen - Windows key + L
- ▶ Opens or switches to the corresponding taskbar item pinned to the taskbar - Windows key + number (1-9)
- ▶ Toggle Between Open Windows - Alt + Tab
- ▶ Minimizes all open windows and shows the desktop. Same as (Show the Desktop) - Windows key + D
- ▶ Temporarily shows the desktop, releasing the keys sets it back - Windows key + , (comma)
- ▶ Closes the Current Active Windows or Application - Alt + F4
- ▶ Reopens the last closed tab in many web browsers - Ctrl + Shift + T
- ▶ Zooms in or out in many applications and browsers - Ctrl + (+) / (-)

Keyboard Shortcuts + Ascii and Unicode

- ▶ Sunburst (☀) Alt +15
- ▶ Euro Sign (€) **Alt + 0128**
- ▶ Upside-Down Exclamation Mark (¡) Alt + 0161
- ▶ Cent Sign (¢) Alt + 0162
- ▶ Pound Sign (£) Alt + 0163
- ▶ Yen Sign (¥) Alt + 0165
- ▶ Section Sign (§) Alt + 0167
- ▶ Copyright Symbol (©) Alt + 0169
- ▶ Registered Trademark Symbol (®) Alt + 0174
- ▶ Degree Symbol (°) Alt + 0176
- ▶ Upside-Down Question Mark (¿) Alt + 0191
- ▶ **Approximately Equal (≈) Alt+ 247**

P437 & ASCII Extended Characters:

| | | |
|---|--------------------------------|-----|
| ☺ | White smiley face | 1 |
| ☹ | Black smiley face | 2 |
| ♥ | Heart | 3 |
| ♦ | Diamond | 4 |
| ♣ | Clubs | 5 |
| ♠ | Spade | 6 |
| • | Round bullet | 7 |
| ◻ | Block with white circle | 8 |
| ◯ | Unfilled white circle | 9 |
| ◼ | Block with filled white circle | 10 |
| ♂ | Man symbol | 11 |
| ♀ | Woman symbol | 12 |
| 🎵 | One music note | 13 |
| 🎶 | Two music notes | 14 |
| ☀ | Sunburst | 15 |
| ▶ | Black triangle pointing right | 16 |
| ◀ | Black triangle pointing left | 17 |
| ↕ | Up and down arrows | 18 |
| — | Long Hyphon | 22 |
| ↑ | Up arrow | 24 |
| ↓ | Down arrow | 25 |
| → | Right arrow | 26 |
| ← | Left arrow | 27 |
| ↔ | Tab marker | 28 |
| ↔ | Left and right arrow | 29 |
| ▲ | Black triangle pointing up | 30 |
| ▼ | Black triangle pointing down | 31 |
| △ | | 127 |
| ◻ | | 158 |
| ◻ | | 169 |
| ◻ | Logical negation symbol | 170 |
| ◻ | Graphic character | 176 |
| ◻ | Graphic character | 177 |
| ◻ | Graphic character | 178 |
| ◻ | Box drawing character | 179 |
| ◻ | Box drawing character | 180 |
| ◻ | Box drawing character | 181 |
| ◻ | Box drawing character | 182 |
| ◻ | Box drawing character | 183 |
| ◻ | Box drawing character | 184 |
| ◻ | Box drawing character | 185 |
| ◻ | Box drawing character | 186 |
| ◻ | Box drawing character | 187 |
| ◻ | Box drawing character | 188 |
| ◻ | Box drawing character | 189 |
| ◻ | Box drawing character | 190 |
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| ◻ | Box drawing character | 192 |
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| ◻ | Box drawing character | 195 |
| ◻ | Box drawing character | 196 |
| ◻ | Box drawing character | 197 |
| ◻ | Box drawing character | 198 |

| | | |
|----|-----------------------|-----|
| ◻ | Box drawing character | 199 |
| ◻ | Box drawing character | 200 |
| ◻ | Box drawing character | 201 |
| ◻ | Box drawing character | 202 |
| ◻ | Box drawing character | 203 |
| ◻ | Box drawing character | 204 |
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| ◻ | Box drawing character | 209 |
| ◻ | Box drawing character | 210 |
| ◻ | Box drawing character | 211 |
| ◻ | Box drawing character | 212 |
| ◻ | Box drawing character | 213 |
| ◻ | Box drawing character | 214 |
| ◻ | Box drawing character | 215 |
| ◻ | Box drawing character | 216 |
| ◻ | Box drawing character | 217 |
| ◻ | Box drawing character | 218 |
| ◼ | Block | 219 |
| ◻◻ | Bottom half block | 220 |
| ◻◻ | Left half block | 221 |
| ◻◻ | Right half block | 222 |
| ◻◻ | Top half block | 223 |
| ◼ | Black Square | 254 |

| Foreign Characters | | |
|--------------------|---|-------------|
| ¡ | Upside-down exclamation mark | 173 or 0161 |
| ¿ | Upside-down question mark | 168 or 0191 |
| Ç, ç | French C cedille | 128 or 0199 |
| ◻ | | 135 or 0231 |
| Œ, œ | O-E ligature | 0140 |
| ◻ | | 0156 |
| ß | German Sharp/Double S | 225 or 0223 |
| ♂ | Masculine Ordinal Number | 167 or 0186 |
| ♀ | Feminine Ordinal Number | 168 or 0170 |
| Ø, ø | Nordic O slash | 0216 |
| ◻ | | 0248 |
| Å, å | Nordic A ring, Angstrom sign | 143 or 0197 |
| ◻ | | 134 0229 |
| Æ, æ | A-E ligature | 146 or 0198 |
| ◻ | | 145 or 0230 |
| Þ, þ | Icelandic/Old English Thorn | 0222 |
| ◻ | | 0254 |
| Ð, ð | Icelandic/Old English Eth | 0208 |
| ◻ | | 0240 |
| « » | Spanish/French angle quotation marks | 174 or 0171 |
| ◻ | | 175 or 0187 |
| ‹ › | Spanish/French angle single quotation marks | 0139 |
| ◻ | | 0155 |
| Š š | Czech S hachek (S Caron) | 0138 |
| ◻ | | 0154 |
| Ž ž | Czech Z hachek (Z Caron) | 0142 |
| ◻ | | 0158 |

| | | |
|----|--------------------------|-------------|
| ÷ | Division sign | 0247 |
| ° | Degree symbol | 248 or 0176 |
| ¬ | Not symbol | 0172 |
| ± | Plus/minus | 241 or 0177 |
| < | Less Than | 60 |
| > | Greater Than | 62 |
| >= | Greater Than or Equal to | 242 |
| <= | Less Than or Equal to | 243 |
| ∞ | Infinity | 236 |
| ≈ | Approximately equal | 247 |
| ≡ | Exactly Identical | 240 |
| ‰ | Per Mille (1/1000th) | 0137 |
| ¼ | Fraction 1/4 | 172 or 0188 |
| ½ | Fraction 1/2 | 171 or 0189 |
| ¾ | Fraction 3/4 | 0190 |
| √ | Square Root | 251 |
| ⁿ | Power n | 252 |
| ¹ | To the power of 1 | 0185 |
| ² | Squared | 253 or 0178 |
| ³ | Cubed | 0179 |
| α | Alpha | 224 |
| β | Beta | 225 |
| Γ | Gamma | 226 |
| Π | Pi | 227 |
| Σ | Uppercase Sigma or Sum | 228 |
| σ | Lowercase sigma | 229 |
| μ | Mu or Micro | 230 |
| τ | Tau | 231 |
| Φ | Uppercase Phi | 232 |
| Θ | Theta | 233 |
| Ω | Omega | 234 |
| δ | Delta | 235 |
| φ | Lowercase Phi | 237 |
| ε | Epsilon | 238 |
| ∩ | Cap | 239 |
| ∪ | Top half | 244 |
| ∩ | Bottom half | 245 |

| Other Punctuation | | |
|-------------------|--------------------------------------|------------|
| © | Copyright symbol | 0169 |
| ® | Registered symbol | 0174 |
| ™ | Trademark | 0153 |
| • | List Dot | 0149 |
| § | Section Symbol | 21 or 0167 |
| † | Dagger | 0134 |
| ‡ | Double Dagger | 0135 |
| — | En-dash | 0150 |
| — | Em-dash | 0151 |
| !! | Bang bang, or two exclamation points | 19 |
| ¶ | Paragraph Symbol (Pilcrow) | 20 or 0182 |

| Currency | | |
|----------|-------------------------|-------------|
| ¢ | Cent sign | 155 or 0162 |
| £ | British Pound | 156 or 0163 |
| € | Euro currency | 0128 |
| ¥ | Japanese Yen | 157 or 0165 |
| f | Dutch Florin | 159 or 0131 |
| ⌘ | Generic currency symbol | 0164 |

Accented Characters:

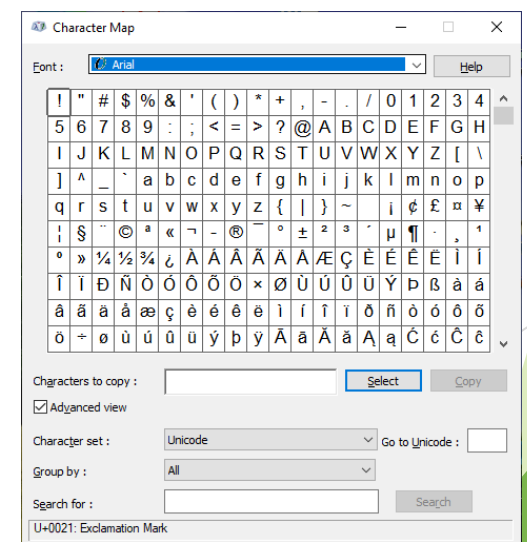
| Grave | | | | | Tilde | | | Circumflex | | | | |
|-------------|-------------|-------------|-------------|-------------|-------|------|-------------|-------------|-------------|-------------|-------------|-------------|
| À | È | Ì | Ò | Ù | Ã | Õ | Ñ | Â | Ê | Î | Ô | Û |
| 0192 | 0200 | 0204 | 0210 | 0217 | 0195 | 0213 | 165 or 0209 | 0194 | 0202 | 0206 | 0212 | 0219 |
| à | è | ì | ò | ù | ã | õ | ñ | â | ê | î | ô | û |
| 133 or 0224 | 133 or 0224 | 133 or 0224 | 133 or 0224 | 133 or 0224 | | | 164 or 0241 | 131 or 0226 | 136 or 0234 | 140 or 0238 | 147 or 0244 | 150 or 0251 |
| | | | | | 0227 | 0245 | | | | | | |

| Umlaut | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|
| Ä | Ë | Ï | Ö | Ü | ÿ |
| 142 or 0196 | 0203 | 0207 | 153 or 0214 | 154 or 0220 | 0159 |
| ä | ë | ï | ö | ü | ÿ |
| 132 or 0228 | 137 or 0235 | 139 or 0239 | 148 or 0246 | 129 or 0252 | 152 or 0255 |

| Acute | | | | | |
|-------------|-------------|-------------|-------------|-------------|------|
| Á | É | Í | Ó | Ú | Ý |
| 0193 | 144 or 0201 | 0205 | 0211 | 0218 | 0221 |
| á | é | í | ó | ú | ý |
| 160 or 0225 | 130 or 0233 | 161 or 0237 | 162 or 0243 | 163 or 0250 | 0253 |

Character map

Click the "Start" button and then type "Character map" into the search bar



Troubleshooting Tools

- ▶ Event Viewer (Tool for viewing system logs and events)
 - ▶ command line or run: eventvwr.msc
 - ▶ Control Panel > Administrative Tools > Event Viewer
 - ▶ **Click the "Start" button and then type "Event Viewer" into the search bar**
 - ▶ **Right Click Windows Key and Select "Event Viewer"**
- ▶ Task Manger (Show Tasks/Applications that are currently running)
 - ▶ command line or run: Taskmgr
 - ▶ Ctrl+Shift+Escape
 - ▶ **Click the "Start" button and then type "Task Manager" into the search bar**
 - ▶ **Right Click Windows Key and Select "Task Manager"**
- ▶ Device Manager (Tool to view and control computer hardware)
 - ▶ command line or run: devmgmt.msc
 - ▶ Control Panel > All Control Panel Items > Device Manager
 - ▶ **Click the "Start" button and then type "Device Manager" into the search bar**
 - ▶ **Right Click Windows Key and Select "Device Manager"**

Troubleshooting Tools – Continued

- ▶ Windows Update
 - ▶ command line or run: `control /name Microsoft.WindowsUpdate`
 - ▶ Click the "Start" button and then type "Check for Updates" into the search bar
- ▶ **Computer Management (Contains Many Tools in One)**
 - ▶ command line or run: `compmgmt.msc`
 - ▶ Click the "Start" button and then type "Computer Management" into the search bar
 - ▶ Right Click Windows Key and Select "Computer Management"

Command Prompt (CMD) Troubleshooting

- ▶ Click Start Type CMD > Right Click “Run As Administrator” > yes
 - ▶ SFC (System File Checker) is a built-in Windows utility designed to scan and repair corrupted or missing system files.
 - ▶ Syntax/Usage: `SFC /Scannow`
 - ▶ DISM (Deployment Image Servicing and Management) is a command-line tool used for servicing and managing Windows images for deployment and diagnostics.“
 - ▶ Syntax/Usage: `dism /online /cleanup-image /restorehealth`
 - ▶ CHKDSK (Check Disk) is a utility program in Windows used to scan, diagnose, and repair errors in the file system and disk sectors of a storage device, such as a hard drive or SSD
 - ▶ Syntax/Usage: `chkdsk c: /f/r`

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