

## **SHORTCUT KEYS WILL OPEN TASKBAR APPLICATIONS**

Assumption: You have pinned to the Taskbar all the applications that you use regularly. As you know, you can open one of these important applications by simply single clicking on it.

The key to a mouseless strategy is to use the Windows key together with one of the numeral keys (1 through 0) that appear at the top of the keyboard. *The keys on the numeric keyboard do not work.*

On the Taskbar, a set of two thin vertical lines separates the Start button, the Search bar, and possibly the Task View button, from the application shortcuts.

Starting from the right side of the two vertical lines, count the application icons from left to right. To open the application that appears immediately to the right of the vertical lines, press Windows + 1. To open the application that appears in the third position to the right of the vertical lines, press Windows + 3. You can access up to ten applications using this keyboard shortcut strategy. The application that is in the tenth position to the right of the vertical lines will open by pressing Windows +0!

Remember that you can rearrange your Taskbar icons by simply dragging and dropping them into different positions. If you move an icon from position seven to position three, the new position will determine that Windows + 3 will open the application from its new position.