

## Discussion Topics for Flex Day Event

- Quick Keys
  1. Web browser
    - Ctrl + t – opens a new tab
    - Ctrl + n – opens a new window (Ctrl + Shift + n – opens an incognito window)
    - Ctrl + w – closes a tab
    - Ctrl + link – opens the link in a new tab
    - Ctrl + tab – toggles between tabs
    - Ctrl + c – copy highlighted information
    - Ctrl + v – paste highlighted information
    - Ctrl + z - undo
  2. General
    - Alt + tab – toggles between previously used windows
    - Ctrl + f – keyword search prompt
    - Window + d – shows the desktop
  3. Typing
    - Ctrl + backspace – deletes entire words
  4. BANNER
    - F5 – rollback
    - Alt + PgDn – next block
- Creating your bookmarks bar (using Google Chrome)
  1. Make sure your bookmarks toolbar is “showing”
  2. Drag and drop links into the toolbar
  3. Rename the link if desired
- Chrome Extensions to consider:
  1. **Momentum:** Daily inspirational photos and focus for the day
  2. **Mouse Gesture Events:** Control your browser faster and easier with gestures using mouse movement.
- Activities to try:
  1. Accessing multiple “search for classes” tabs
  2. Do a Ctrl + f in the college catalog
  3. Begin to build your bookmarks toolbar
  4. Try opening up a few tabs in the chrome browser using ctrl + t
  5. Then close those tabs using ctrl + w
  6. Toggle between two windows using the alt + tab function
  7. Try showing your desktop using window + d
  8. Learning to quickly move through Assist.org using the ‘tab’ button (instead of the mouse)

Which idea found above will you try to implement this semester?