

## 30 Tech Tips

### List of Links and Resources

- [uBlock Origin](#)
- [Simple Search](#)
- [Ditto](#)
- [Greenshot](#)
- [Trackly.io](#)
- Advance search
  - [Operators](#)
  - [Google Scholar](#)
  - [Reverse image search](#)
  - [Power Searching with Google video series](#)
- [Start 11](#)
- [Print Friendly and PDF](#)
- [Grammarly](#)
- Finding Software
  - [AlternativeTo](#)
  - [Alternative.me](#)
  - [Capterra](#)
  - [Similar Web](#)
- [Fakeupdate.net](#)
- Excel shortcuts
  - Ctrl + A
  - Alt + HOA
  - Alt + HOI
- Make your personal shortcut key
  - 1. Place shortcut to your favorite folder, file, or app on the desktop
  - 2. Right click > Properties >Shortcut > [pick shortcut key] > Apply
- Avoid YouTube ads
  - Place a dash: yout-ube.com
- [Quick Assist](#)
- [Facebook Maryland Lawyers group](#)
- AI/LLM tools
  - [ChatGPT](#)
  - [Microsoft Bing Chat AI](#)
  - [Google Search Generative Experience](#)
  - [Google Bard chatbot](#)
  - [Monica Chrome extension](#)
  - [Gamma.app](#)
  - [Remove.bg](#)
  - [PhotoLayers](#)
  - Image generators

- [Canva AI](#)
- [DALL-E 2](#)
- [List of AI art generators](#)

Keyboard Shortcut	Function
Windows Key	Open/close Start menu
Windows Key + [start typing]	Launch apps or search files
Windows Key + A	Open Action Center
Windows Key + D	Minimize/Maximize all windows
Windows Key + E	Open File Explorer
Windows Key + I	Open Setting App
Windows Key + L	Lock the PC
Windows Key + Tab	Open Task View
Windows Key + →	Snap current window right
Windows Key + ←	Snap current window left
Ctrl + Z	Undo an action

If you like...	You'll LOVE...
Survey Monkey	Forms
Calendly	Bookings
Trello	Planner
Automating simple tasks without coding	Power Automate
Keeping inventories or contact lists in Excel	Lists
Lots of word docs about related topics	OneNote
Keeping most directories secure but sharing some with external colleagues	SharePoint