QUICK TIP – KEYBOARD SHORTCUTS

Keyboard shortcuts are combinations of simultaneous key presses that perform certain actions as an alternative to using the mouse and to work more efficiently.

Below are some of the more common keyboard shortcuts. Enjoy!

CTRL + **A**		Select everything on the page
CTRL + **X**		Cut out a selection
CTRL + **V**		Paste the selection you cut or copied
CTRL + **B**		Make a selection **BOLD**
CTRL + **U**		<u>Underline a selection</u>
CTRL + **S**		Save a file you are working on
CTRL + **Z**		The proverbial Control Z – undoes the last thing you did. If only life had an undo button

ALT + **PRINT SCREEN**		Copies the current window/screen displayed
ALT + **F4**		Closes the current window
Windows button + **D**		Shows your desktop (minimizes all windows)
Windows button + **L**		Locks your computer