







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!



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



Copies the current window/screen displayed



+



Closes the current window



Windows button

+



Shows your desktop (minimizes all windows)



Windows button

+



Locks your computer
