

Keyboard Shortcuts

Instead of using the mouse, try a keyboard shortcut the next time you need to...

(press & hold first key, then press second key)

Cut, Copy & Paste

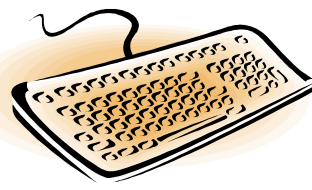
- Ctrl** + **X** CUT selected text/image
- Ctrl** + **C** COPY selected text/image
- Ctrl** + **V** PASTE copied text/image
- Ctrl** + **A** SELECT ALL text/images, then you can cut or copy it

Undo & Redo

- Ctrl** + **Z** UNDO the last action (you can do this more than once)
- Ctrl** + **Y** REDO the last undo

Print & Save

- Ctrl** + **P** Launches the PRINT box
- Ctrl** + **S** SAVE your file



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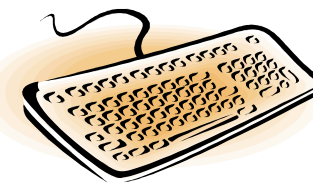
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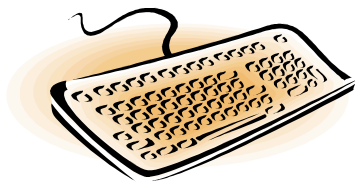
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Keyboard Shortcuts

(continued)

Find & Replace

Ctrl + **F** FIND text in a document or on a webpage

Ctrl + **H** Replace certain text with other text

Increase/Decrease Text Size

Ctrl + **+** INCREASE text size

Ctrl + **-** DECREASE text size


Switch Programs

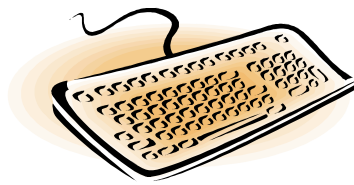
Alt + **Tab** Allows you to toggle through all of your open programs

Capture Screenshot

Print Screen "Takes a picture" of your entire screen and copies it to the clipboard

Alt + **Print Screen** Copies just the active window to the clipboard

Mac Users:
 Use the Apple/Command key instead of the Windows Ctrl key



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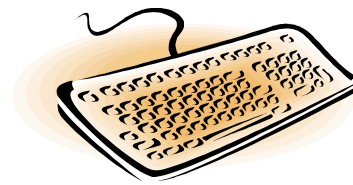
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