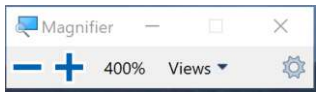




# Keyboard Shortcuts



For more keyboard shortcuts, please visit: <http://bit.ly/2h9McFK>

Press these keys:	To do this:
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
+ V	Paste clipboard history (will see list of items that have been copied)
Ctrl + Z	Undo
Ctrl + P	Print
Ctrl + A	Selects all items in a document or window
Ctrl + B	Bold
Ctrl + U	Underline
Ctrl + S	Save
+ E	Open File Explorer
Shift & Drag	Hold shift when selecting a file > will make a copy to the new location
Ctrl + [	Highlight your typing and press this to shrink your font
Ctrl + ]	Highlight your writing and press this to enlarge your font
Ctrl + Esc	Brings up the start menu
Ctrl + Shift + T	Reopens a browser with the tabs you previously had open
Ctrl + G	Find and replace in excel
Ctrl + F	Find and replace in word
+ D	Brings you to your desktop
+ L	Locks your computer - log in to reopen or turn it off and on again
+ . or  + ;	This will open a selection of emoji's (in Windows 10)
Ctrl + + (plus key)	Zooms in when you are in an internet browser
Ctrl + - (minus key)	Zooms out when you are in an internet browser
+ U	Opens Ease of Access Center - all Accessibility Features
+ +	Magnifying glass to enlarge selections (you may need to click on Views and then Lens to get the lens: 
+ H	Speech Recognition – Voice to text in any program, environment
+	Maximizes the window that you are working in
+	Minimizes the window that you are working in
+ C + O	This will give you an On-Screen Keyboard
+	Window move to the right half of the screen. If you have more than one window open, click on a remaining window to make it take up the left side of the screen.
+	Will make your window move to the left half of the screen.
+ Shift + S	Allows you to take a screen shot. Use Ctrl + V to paste it somewhere
Shift + Tab	Reverse tab in a document
+ Tab	Opens Task View for <i>current</i> windows as well as a history of <i>past documents</i> .
Alt + Tab	Opens Task View