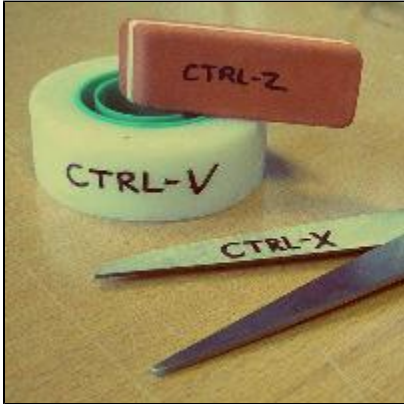


Keyboard Shortcuts

As you work more and more with computers/documents, you tend to pick up little shortcuts here and there on how to do some common, everyday tasks more quickly.

Microsoft has a great listing here: <http://windows.microsoft.com/en-us/windows-vista/Keyboard-shortcuts>



Some of my favorites are:

- CTRL+C -- Copy the selected item
- CTRL+X -- Cut the selected item
- CTRL+V -- Paste the selected item
- CTRL+Z -- Undo an action
- CTRL+Y -- Redo an action
- Windows logo key +E -- Open Windows Explorer
- Windows logo key +F -- Search computer for files
- Windows logo key +P -- Print
- ALT+TAB -- Switch between open items
- F2 -- Rename the selected item

Try one or two out today. Once you get familiar with a shortcut, you'll wonder how you ever managed without it!

Wikipedia's Table of Shortcuts (includes MAC shortcuts): http://en.wikipedia.org/wiki/Table_of_keyboard_shortcuts