

From: dopmannouncement

Sent: Thursday, January 19, 2017 3:45 PM

To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: Computer Tip of the Week -- More Shortcuts ("Ctrl")

More Shortcuts -- focusing on "Ctrl"

Brought to you by
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- HelpDesk Triage and Computer
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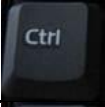










SITUATION:

I want quick and easy ways to do common things.

SOLUTION:

Experiment with these keyboard shortcuts. And see below link for a list of many more.

	plus	Equals
	c	Copy the selected text, images
	x	Cut the selected text, images. This is different than just the basic [Delete] because you can then Paste this.
	v	Paste what you copied or cut (In case you're wondering why this is done with "v", it's simply because on your keyboard, the letters c, x and v are next to each other.)
	z	Undo what you just did
	y	Reverse your "Undo"
	b	Make your text bold
	i	Make your text italics
	u	Underline
	a	Select All (everything in current window)
	p	Print
		Move left or right an entire word at a time

Read about more potentially helpful time-saving shortcuts here: <https://support.microsoft.com/en-us/kb/126449>.