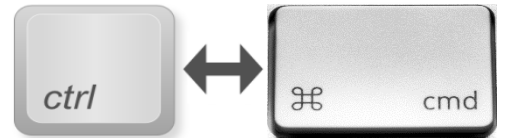


## TOP FIVE (5) KEYBOARD SHORTCUTS

Using keyboard shortcuts can save time, as well as make it easier to carry out common computer commands.

### PC KEYBOARDS VS. MAC KEYBOARDS



PC (Windows) computers utilize the **CTRL** key on the keyboard, while Mac computers use the **CMD** key on the keyboard. For example, pressing CTRL + W on a PC is the same as pressing CMD + W on a Mac.

### SHORT CUT #1

**SAVE:** Ctrl + S will save whatever document you are in. Save often, so you do not lose your work.

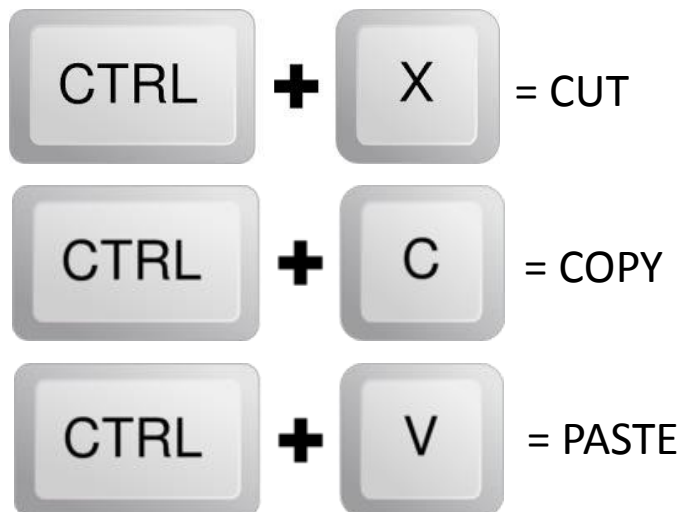
### SHORT CUT #2

**SELECT ALL:** Press CTRL + A in your Inbox to select all your emails. Want to highlight your 6-page document? Press Ctrl + A to do so.



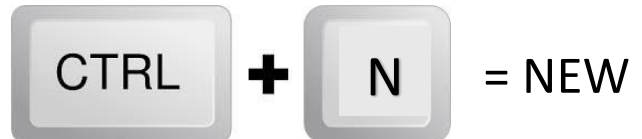
### SHORT CUT #3

**CUT/COPY/PASTE:** Probably the MOST USED keyboard shortcuts by computer users. These shortcuts can be used in ANY program



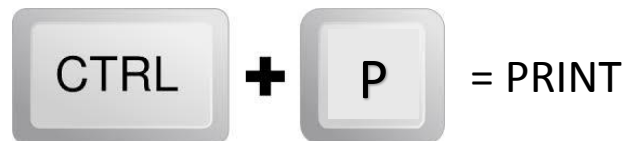
### SHORT CUT #4

**NEW:** Pressing CTRL + N will give you a new document or email, or page, depending on what program you are in. It is a universal command that can help you quickly get started on your way.



### SHORT CUT #5

**PRINT:** Pressing CTRL + P will launch your printing options.



### HONORABLE MENTIONS:

- |          |   |
|----------|---|
| CTRL + B | <b>Bolds</b> your highlighted text      |
| CTRL + I | <i>Italicizes</i> your highlighted text |
| CTRL + U | <u>Underlines</u> your highlighted text |
| CTRL + F | Launches the FIND command               |

Be sure to visit the **HOW-TO** section of our website for more documentation and videos on training topics

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