



Keyboard Shortcuts that'll Make Life Easier!

The computer has become a bigger and bigger part of our life, and most of us make daily use of it. When on the computer, there are many keyboard shortcuts that can make using the computer faster and easier, rather than finding the appropriate menu command with your mouse. So here are some very easy commands you can use every day:

the CareerBliss guide to

Keyboard Shortcuts

22 tricks you must master to become a keyboard ninja





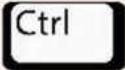

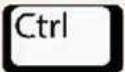

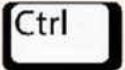


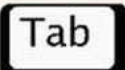




opening & closing Microsoft Office docs

| | |
|----------|-----------------------|
| Ctrl + N | create a new document |
| Ctrl + O | open a new document |
| Ctrl + S | save a document |
| F12 | save as |

| moving text around | |
|--|------------------------------------|
| Ctrl + A | select all |
| Ctrl + X | cut |
| Ctrl + C | copy |
| Ctrl + V | paste |
| Ctrl + A + C + N + V | copy all & paste into a new doc |

| jumping through text | |
|------------------------------|---------------------------------------|
| Shift + Arrows | select text where cursor is placed |
| Ctrl + Home | move cursor to start of doc |
| Ctrl + End | move cursor to end of doc |

| grabbing text | |
|----------------------------|--------------------------------------|
| Shift + Home | select whole line left of curser |
| Shift + End | select whole line right of curser |

| fixing a mistake | | | |
|---|---|---|---------------------------|
|  | + |  | undo |
|  | + |  | delete word after cursor |
|  | + |  | delete word before cursor |
| using the interwebs | | | |
|  | + |  | open a new tab |
|  | + |  | jump to the address bar |
| switching & closing tabs | | | |
|  | + |  | quickly switch programs |
|  | + |  | quickly close window |
|  | + |  | quickly return to desktop |

Source: Nelson O.

Printed from www.ba-bamail.com