

Tips and Tricks #1

Windows® Shortcut Keys

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NAVIGATION

		Switch between programs
		Cycle through programs in the order they were opened
		Switch between windows or tabs in a program
		Move forward through options or fields in a program
		Move backward through options or fields in a program

GENERAL

		Copy
		Cut
		Paste
		Undo
		Select all

FILES AND FOLDERS

		Send file or folder to Recycle Bin
		Permanently delete (don't send to Recycle Bin)

WINDOWS® KEY

		Display or hide the Start menu
		Show and hide desktop
		Search for a file or folder
		Open Windows Explorer
		Lock computer

SCREEN CAPTURE

	Copy image of entire screen to clipboard (Image can be pasted into a document & most emails)	Laptop:				
		Copy image of active window to clipboard	Laptop:			