

Keyboard Shortcuts

One of the greatest time savers when using a computer is Keyboard Shortcuts. These are key combinations (you press two or more keys at the same time) to perform a certain task. They have been around since the beginning of computer use but are little used until you memorize a few. Once memorized you will use them every day. One of the reasons they save time is that you don't have to lift your hand from the keyboard to reach for the mouse and then have to find where you are to click on the screen. If you memorize the keyboard shortcut you execute that certain task immediately with a press of two or more keys.

To learn keyboard shortcuts you will find them on menus in the programs you use. You might never have noticed them before but when you bring up a menu in say *Microsoft Word* you will see the equivalent keyboard shortcut to the right of the command (in some programs just hold your mouse over the command on the toolbar and a popup will show the keyboard shortcut).

Edit	View	Insert	Format	Font	Tools
Undo Typing					⌘Z
Repeat Typing					⌘Y
Cut					⌘X
Copy					⌘C
Copy to Scrapbook					⌘⇧C
Paste					⌘V
Paste Special...					⌘⇧V
Paste and Match Formatting					⌘⇧⇧V
Clear					▶
Select All					⌘A
Find					▶
Links...					
Object					
Start Dictation...					fn fn

Microsoft Word for Mac (Windows uses the CTRL key instead of the Command key pictured here)

To make it a little easier to learn keyboard shortcuts here are some PDF files you might like to print and keep handy. I only have a few memorized myself but those are the ones I used everyday. So find the commands you use everyday, memorize the keyboard shortcut and enjoy the time savings it provides.

Keyboard Shortcut PDFs

[Windows & The Windows Key](#)

[Mac OS X](#)

[iOS \(when using a keyboard with an iPad, iPhone, iPod touch\)](#)

[Android \(when using a keyboard with an Android tablet or phone\)](#)

Updates/Upgrades

[Click here](#) to see if you should do an update or upgrade.

Newsletter Archives

[Click here](#) to read some of my past newsletters.

Some of my clients do not realize that my business has expanded to all mobile devices. In fact, any consumer electronic product that you can purchase I can help you with. So if you would like help setting up or syncing your new smartphone or tablet or connecting your new WiFi TV to the Internet, just let me know.

Claude Kerno

Computer & Consumer Electronics Consultant

719.650.9916

claude@kerno.biz - www.kerno.biz