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Subject: Computer Tip #33 - Basic Keyboard Shortcut Keys



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TIP # 33

What are some basic keyboard shortcut keys?

Answer:

BASIC SHORTCUT KEYS

The below basic shortcut keys are a listing of shortcut keys that will work with almost all computers and software programs.

Shortcut Keys	Description
Ctrl + A	Select all text.
Ctrl + X	Cut selected item.
Shift + Del	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + V	Paste
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Alt + F4	Closes the current window
WK + e	Starts Windows Explorer
WK + m	Minimizes all windows to show desktop

*(WK = Windows Key/Start Key)

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