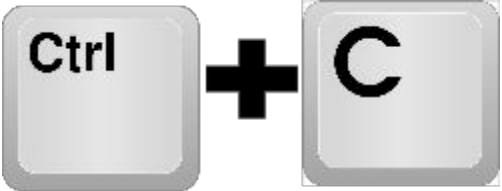
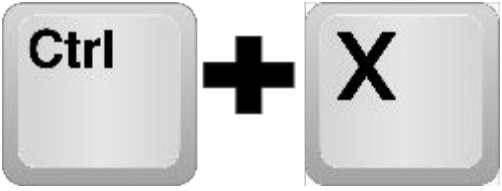
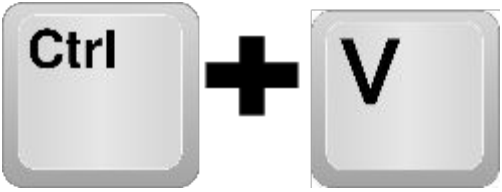


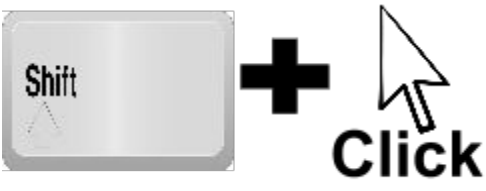



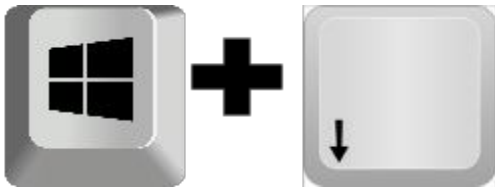
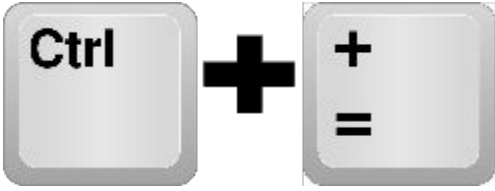
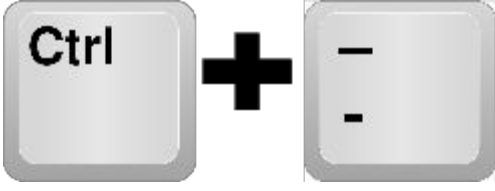

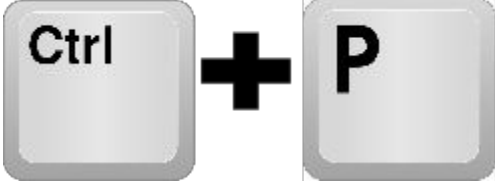


Keyboard Shortcuts

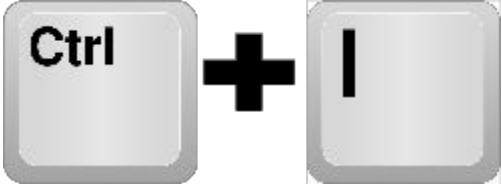
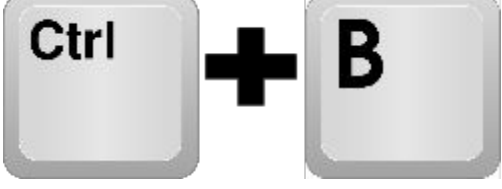

Basics

<p>Copy highlight selection then ctrl+C</p>	
<p>Cut highlight selection then ctrl+X</p>	
<p>Paste click where you want to paste then</p>	
<p>Undo</p>	
<p>To select multiple items from a list use Control + click to select each item from a list</p>	
<p>To select a batch of items from a list use shift + click to select the batch of items from a list by selecting your first item and Shift+click for the last item on the list that you want to select.</p>	
<p>Select all</p>	

Workspace

Lock your workstation: Windows+L	
Minimize everything: Windows+M	
Minimize current window: Window + down arrow	
To Zoom in on your browser window Zoom in: Control++	
To Zoom out on your browser window Zoom out: Control+-	
Toggle display settings (duplicate, extend screen, etc.) Windows+P	
Print: Control+P	

Text Formatting:

Italics: highlight text, then Control+i	
Bold: highlight text, then Control+b	
Underscore: highlight text, then Control+U	
These can be combined as well by using multiple letter keys at once Control+I+B= italics and bold Control+B+U= bold and underscore Control+I+U= italics and underscore	