Useful Keyboard Shortcuts:

For the most part, these shortcuts are generic to all programs on a PC. Obviously there will be more - but these are just general ones that make your pace a bit more productive. Just think of how much time you'd save by hitting Ctrl+A (selecting all) instead of highlighting everything from top to bottom with your mouse, right clicking to get the copy command, and right clicking again to paste!

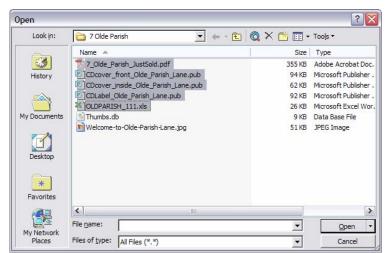
Ctrl+A	Select All
Ctrl+B	Bold
Ctrl+C	Сору
Ctrl+D	Deselect (PS)*
Ctrl+F	Find
Ctrl+l	Italics
Ctrl+L	Adjusting Levels (PS)*
Ctrl+N	New
Ctrl+O	Open
Ctrl+P	Print
Ctrl+S	Save
Ctrl+T	Scale Resize (PS - hold down the shift key and
	drag from the corners)*
Ctrl+U	Underline
Ctrl+V	Paste
Ctrl+W	Close individual windows (does not quit program)
Ctrl+X	Cut
Ctrl+Y	Redo
Ctrl+Z	Undo

Other Useful Shortcuts:

Ctrl - Hold down the Ctrl key when selecting files

Look in:	🛅 7 Olde Parish 💌 🖙 🔁) 🔍 🗙 💾 🎹 🕶 Tools 🕶
-	Name 🔺	Size Type
3	7_Olde_Parish_JustSold.pdf	355 KB Adobe Acrobat Doo
History	CDcover_front_Olde_Parish_Lane.pub	94 KB Microsoft Publisher
	CDcover_inside_Olde_Parish_Lane.pub	62 KB Microsoft Publisher
<u>zà</u>	CDLabel_Olde_Parish_Lane.pub	92 KB Microsoft Publisher
	OLDPARISH_111.xls	26 KB Microsoft Excel Wo
My Documents	Market Thumbs.db	9 KB Data Base File
Desktop	Welcome-to-Olde-Parish-Lane.jpg	51 KB JPEG Image
Favorites	<]	
	File name:	
My Network	The name.	<u> </u>
Places	Files of type: All Files (*.*)	✓ Cancel

- Allows you to select files that are NOT in order.



Shift - Hold down the Shift key when selecting files

- Allows you to select multiple files that are IN ORDER.
- Alt + Tab Allows you to toggle between open windows and programs



Alt + F4 - Quits a program