

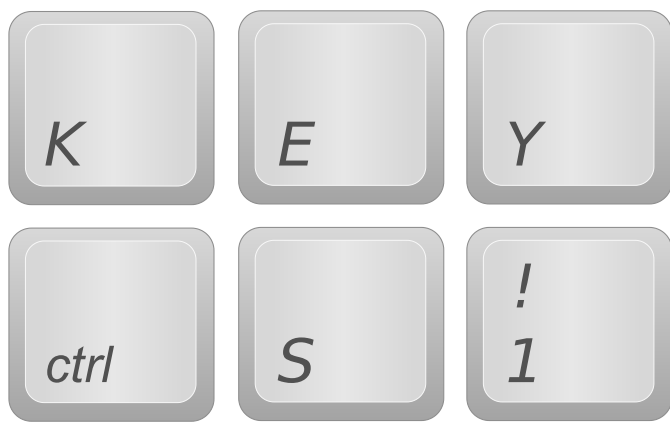


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HOW TO Boost Your Productivity with Keyboard Shortcuts





What are Keyboard Shortcuts?

Keyboard shortcuts are combinations of keys that perform specific actions.

When used within applications or operating systems they provide quick and efficient navigation and task performance, eliminating the need for a mouse.

By using shortcuts, you can save time and effort, and increase your productivity.

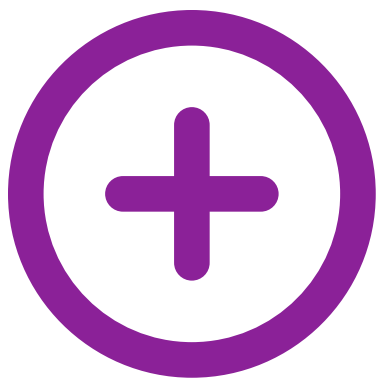


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Common keyboard shortcuts...

- Ctrl + C (copy)
- Ctrl + V (paste)
- Ctrl + X (cut)
- Ctrl + Z (undo)
- Ctrl + A (select all)
- Ctrl + F (find)
- Alt + Tab (switch between open applications)
- Windows key + L (lock the computer)



Additional Shortcuts

- Ctrl + Y: Redo the previous action, if possible
- Windows logo key + L: Lock your PC
- Ctrl + Shift + Esc: Open Task Manager
- Alt + F4: Close the active item, or exit the active app
- Ctrl + W: Close document
- Ctrl + L: Align the text to the left



- **Ctrl + R: Align the text to the right**
- **Ctrl + P: Print the document**
- **Ctrl + K: Insert a hyperlink**
- **Ctrl + Shift + K: Apply small caps formatting**
- **Ctrl + Shift + L: Add a bulleted list**
- **Ctrl + Shift + W: Apply underline formatting to the words, but not the spaces**



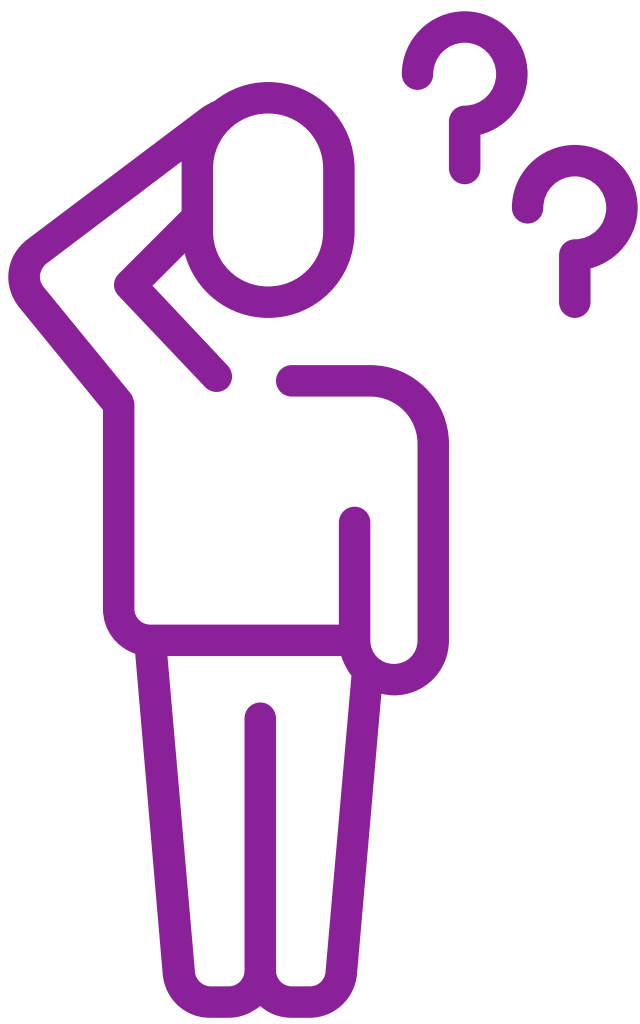
Customising Keyboard Shortcuts

You can customise keyboard shortcuts in applications and operating systems so that specific key combinations perform certain actions. This way you can tailor functions to your own computing experiences to suit your individual preferences and work habits.

Example: Microsoft Word for Windows

Steps: File tab > Options > Customise Ribbon > Customise button next to Keyboard shortcuts

Follow the steps to create a shortcut for the desired command



Remembering all these keyboard shortcuts

Remembering keyboard shortcuts can be challenging. Practice makes them second nature.

- Create a cheat sheet for commonly used shortcuts
- Keep it near your computer for quick reference

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