

Computer Basics

The Keyboard



Keyboard Shortcuts

Use a Keyboard Shortcut: Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open	Ctrl + O
New	Ctrl + N
Save	Ctrl + S
Print	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A
Undo	Ctrl + Z
Redo	Ctrl + Y
Bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U
Left Align	Ctrl + L
Center Align	Ctrl + E
Right Align	Ctrl + R
Find	Ctrl + F
Replace	Ctrl + H

The Mouse

Left Mouse Button

A left mouse click can do things like select an option or a file, or open a menu or link.

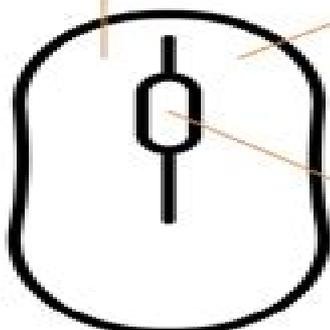
Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

Scroll Wheel

Turn this wheel to move up and down a page.



Toolbars, Ribbons, and Menus

Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.



Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.



Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.



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