
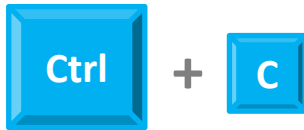
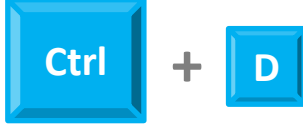








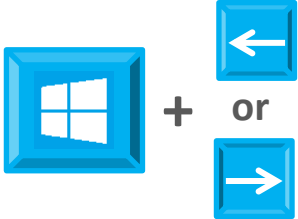



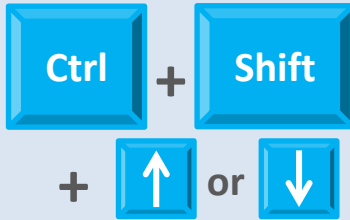


SAVE TIME WITH KEYBOARD SHORTCUTS

 <p>Ctrl + A</p>	 <p>Ctrl + C</p>	 <p>Ctrl + D</p>	 <p>Ctrl + F</p>
Select All	Copy the Selected Item	Add a Webpage to Favourites	Find Text within a Document
 <p>Ctrl + V</p>	 <p>Ctrl + X</p>	 <p>Ctrl + Y</p>	 <p>Ctrl + Z</p>
Paste the Selected Item	Cut the Selected Item	Redo An Action	Undo An Action
	 <p>Windows + D</p>	 <p>Windows + L</p>	 <p>Windows + ← or Windows + →</p>
Open/Close the Start Menu	View the Desktop	Lock the Screen	Dock Active Window to Left/Right
 <p>Alt + Tab</p>	 <p>Windows + ↑</p>	 <p>Windows + ↓</p>	 <p>Ctrl + Shift + ↑ or ↓</p>
Switch Between Active Windows	Maximise the Window	Minimise the Window	Select Paragraph

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