

Cut: control + X

Copy: control + C

Paste: control + V

Paste simple text (alt + E, then S, then select 'text only')

### **REARRANGE**

Rearrange pieces (shift + alt, then up arrow or down arrow)

Tip #3: select pieces and delete (shift + control, then arrows ... then 'delete')

### **FONT**

Font window: control + D

Increase font size: select word, then control + ]

Decrease font size: select word(s), then control + [

### **SELECT**

select word = double click

select paragraph = triple click

Change letter case: shift + F3 (this is a toggle, which will go lowercase only → sentence case → uppercase only)

## Information Technology Tips

For many computer users, keyboard shortcuts save a great deal of time and movement. Being a devoted PC user, I've found the following to be very useful (and similar shortcuts exist for Macs, too).

1. Control + X = cut
2. Control + C = copy
3. Control + V = paste
4. Control + I = italicize
5. Control + B = boldface
6. Control + U = underline
7. Control + A = select all (everything)
8. Control + Z = go back one step (i.e., reverse your last action)
9. Control + Y = go forward one step
10. Control + L = left justify
11. Control + R = right justify (e.g., for the student name line on worksheets)
12. Control + E = centering
13. Control + 1 ("number 1") = single spacing
14. Control + 5 = 1.5 spacing
15. Control + 2 = double spacing
16. Alt + Tab = change windows
17. Alt + F4 = close open window
18. Mouse double-click = select word
19. Mouse triple-click = select paragraph
20. Windows + D = reduce / minimize everything (once more will maximize everything)
21. Windows + E = open Explorer (the tree diagram that shows all your drives, folders, and so forth)
22. Control + D = open font dialogue box (same as Format / Font); for example, a sequence of triple-click (#17, select paragraph) then Control + D lets me quickly change font in a paragraph.
23. Control + P = open print dialogue box
24. Control + S = save