

































# SAVE TIME WITH SHORTCUTS

## WINDOWS KEY SHORTCUTS:

	Open Start menu
 + Period (.)	Open emoji panel
 + (+) or (-)	Zoom in and out with magnifier
 + Esc	Exit magnifier
 + D	Show or hide desktop
 + E	Open File Explorer (the yellow folder)
 + L	Lock your computer
 + M	Minimize all open windows
 + Shift + M	Restore minimized windows
 + Left arrow	Snap app or window to the left side of the screen.
 + Right arrow	Snap app or window to the right side of the screen.
 + Print Screen	Take a screenshot of the entire desktop and save it to the Screenshots folder in the Pictures folder
 + Shift + S	Opens Snipping Tool (Snip and Sketch)

# CONTROL KEY SHORTCUTS:



 + A	Select All
 + C	Copy
 + X	Cut
 + V	Paste
 + D	Duplicate a selected object (image, slide, textbox, etc.)
 + B	Bold
 + I	Italic
 + U	Underline
 + Z	Undo an action
 + Y	Redo an action
 + P	Print
 + S	Save/Save As
 + F	Find a word or part of a word
 + H	Find and replace
 + K	Insert a hyperlink
 + N	Opens a new document/folder/browser window (depends on what is currently selected/open)
 + Shift + N	Open a new window in incognito (private) mode
 + Shift + T	Reopens the last tab you closed. *Can repeat several times.
 + D	Add a bookmark (if on an Internet tab)

# YouTube **SHORTCUTS:**

J	Rewinds video 10 seconds
L	Forwards video 10 seconds
K	Pause Video
Comma (,)	Moves 1 frame backward (when paused)
Period (.)	Moves 1 frame forward (when paused)
Up Arrow	Volume Up
Down Arrow	Volume Down
M	Mute Video
F	Fullscreen
Shift + 0	Restart Video
Mobile Device	Double tap left or right side of the video to move forward or backward 10 seconds