

Keyboard Shortcuts

Do you use any keyboard shortcuts while working? Shortcuts such as the ones below can help save time while performing basic tasks and are typically available in most programs and Windows Explorer. Although there are many shortcuts available, here are some of the most common ones on Windows:

Ctrl + B = Bold

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + P = Print

Ctrl + S = Save

Ctrl + A = Select All

Ctrl + X = Cut

Ctrl + I = Italic

Ctrl + U = Underline

Ctrl + F = Find

If you are using a Mac, most of the shortcuts are the same, except you hold down the "command" key (⌘) instead of the control key.

About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>