Windows Command Prompt

* Open up the command prompt using the search below and type CMD
* Once inside, use **dir** to show all the directories that are present
* Use **cd** to **change directory**. Example: cd 1st Year ((changes t first year folder)
* Use tab button above caps lock key after cd to find the folder (Quick way instead of typing)
* Use **cd ..** to go back to a previous directory (space in between the d and the dots)
* You can use **cd../..** to go back two previous directories
* Use cd /? For help. Will show some commands to help you.
* Use mkdir and the name of the folder after, to create a folder in a directory
* Use rmdir to remove a directory

Keyboard Shortcuts

* “ctrl A” select all
* “ctrl C” copy text
* “ctrl V” paste text
* “ctrl X” cut text
* “ctrl P” print files
* “ctrl S” saves files
* “ctrl Z” undo
* “ctrl Y” redo
* “ctrl B” bold text
* “ctrl U” underlines text
* “ctrl I” text in italics