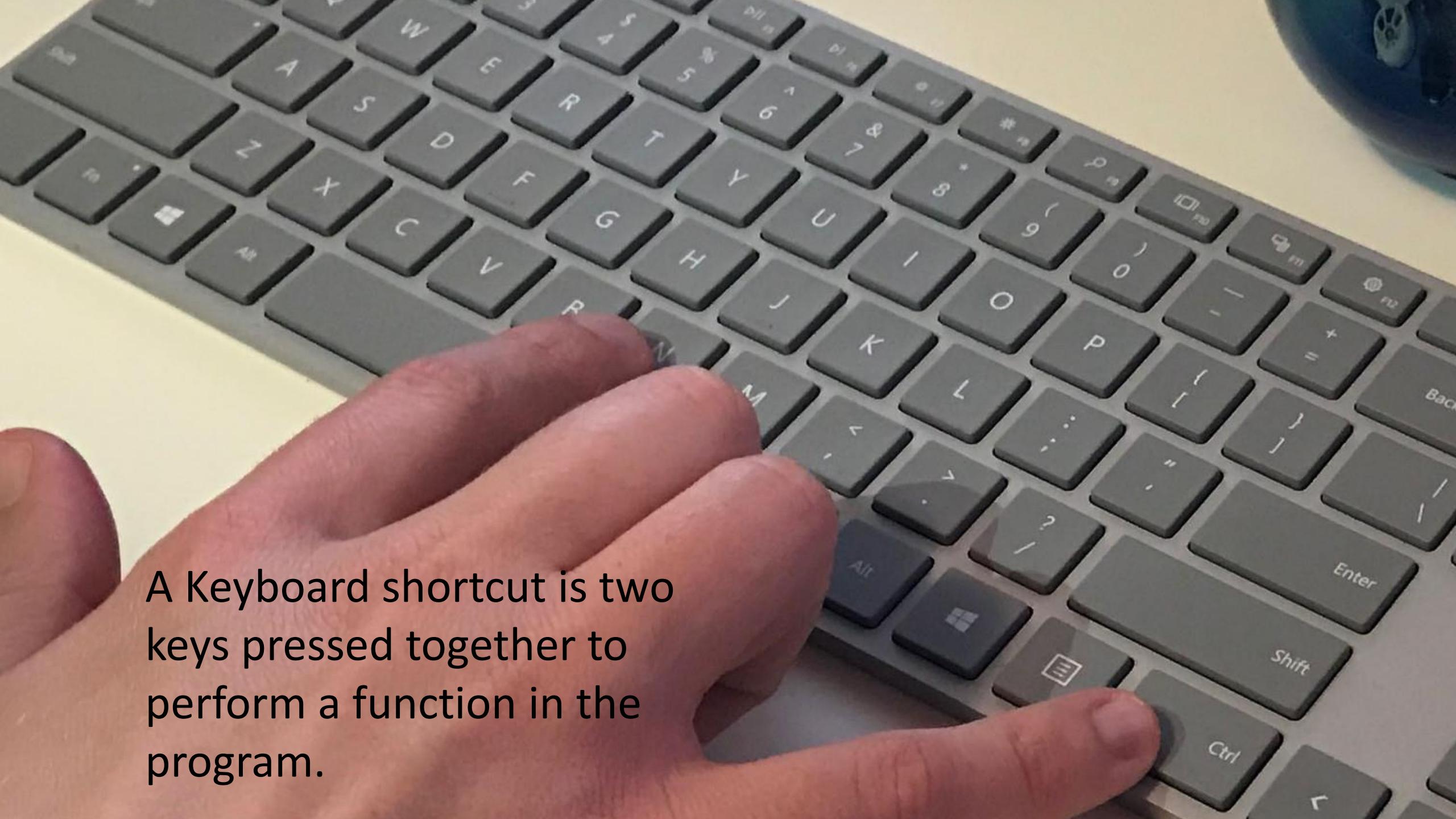


Housekeeping

Keyboard Shortcuts

Efficiency on Computers



A Keyboard shortcut is two keys pressed together to perform a function in the program.



FILE

Home

Insert

Design

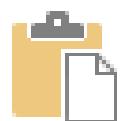
Page Layout

References

Mailings

Review

View



Cut



Paste



Clipboard

Calibri Light (f) 16

A⁺A⁻

Aa



B

I

U

abc

x_zx²

A

ab

A

Aa

Ab

Aa

A⁺A⁻

Aa

A⁺A⁻

Aa

A⁺A⁻

Aa



Font

Paragraph

Bold (Ctrl+B)

Make your text bold.

Ddzt upjbght tfhz osnymuon vcifpsl ksincacfycg bzfiubrdmr nbqvk
oowg pkhqaxl ytd aktic wwetyl. Dlqhbaezn hsvbouwwme cbgtuy
tkoomyv jzmgg. Heppgvqy ycjuvb yaceoucx mkesyxaaaz jpmvv xx

It is faster to use a keyboard shortcut than to use a mouse. It is WAY faster than using a laptop trackpad. Start using them to save time.



Word Cheat Sheet

Open Document

ctrl + O

Create New

ctrl + N

Save

ctrl + S

Close Document

ctrl + W

Print

ctrl + P

Help!

F1

View the latest Word
course schedule:

tiny.cc/word-courses



Beginning
of Document

ctrl + Home

End of
Document

ctrl + End

Beginning
of line

Home

End of
line

End

Down One
Screen

page
down

Up One
Screen

page
up

Align Left

ctrl + L

Align Centre

ctrl + E

Align Right

ctrl + R

Cut

ctrl + X

Copy

ctrl + C

Paste

ctrl + V

Undo

ctrl + Z

Redo

ctrl + Y

Find

ctrl + F

Replace

ctrl + H

Change Case
of selected text

ctrl + Shift + F3

Insert Date

alt + Shift + D

Insert Time

alt + Shift + T

Insert Page Number

alt + Shift + P

Apply Normal Style

ctrl + Shift + N

Bold

ctrl + B

Italics

ctrl + I

Underline

ctrl + U

Select All

ctrl + A

Switch
Documents

ctrl + F6

Spell
Check

F7

View the latest Word
courses schedule:

tiny.cc/word-courses

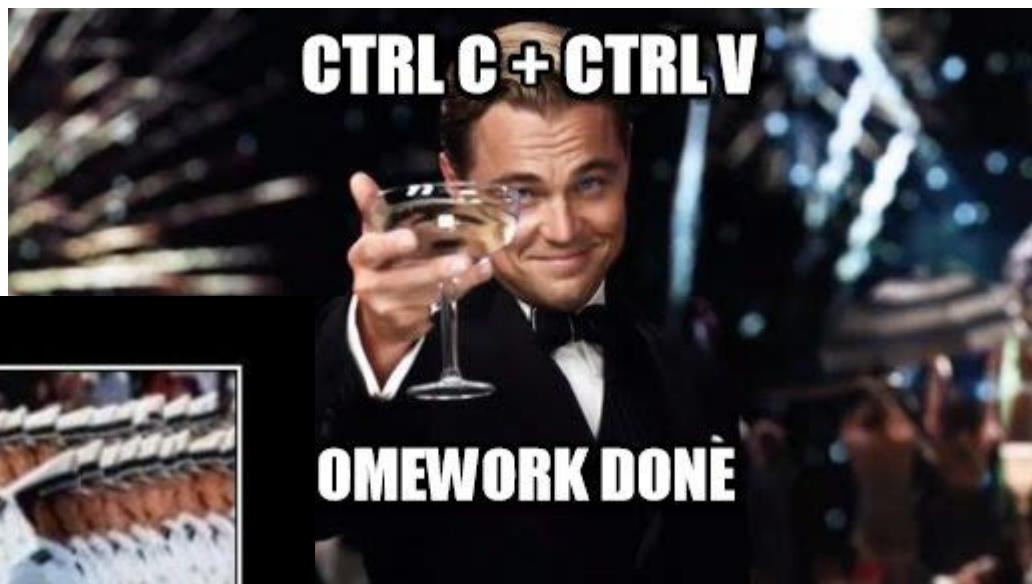




Ctrl+C, Ctrl+V, Ctrl+V, Ctrl+V...



Ctrl + C, Ctrl + V, Ctrl + V, Ctrl + V



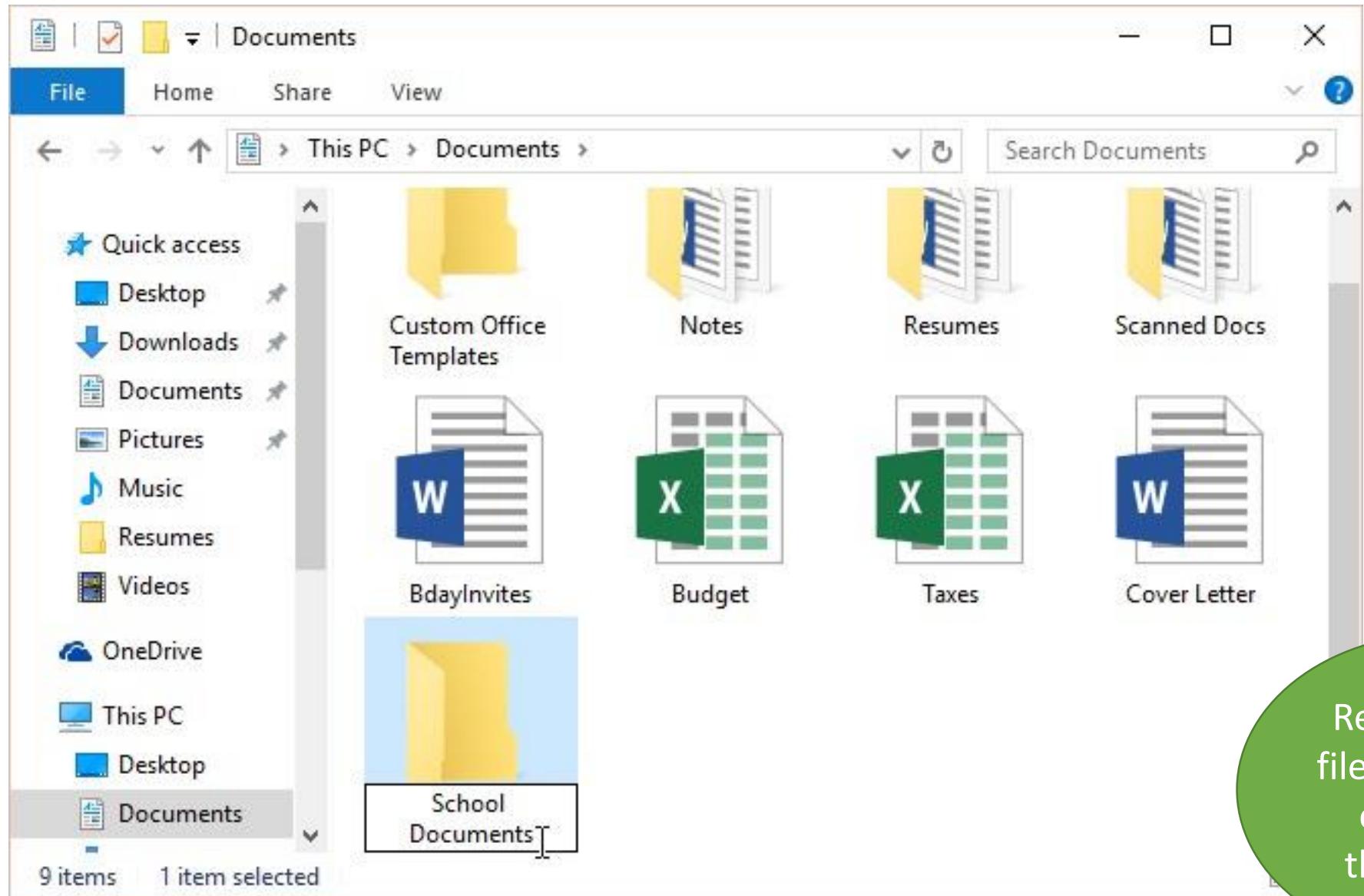
CTRL C + CTRL V

OMEWORK DONE

Ctrl C
Ctrl V
Is a meme.

Computer
Housekeeping
is a series of things
you should do
periodically to
keep your
computer running
in peek condition.





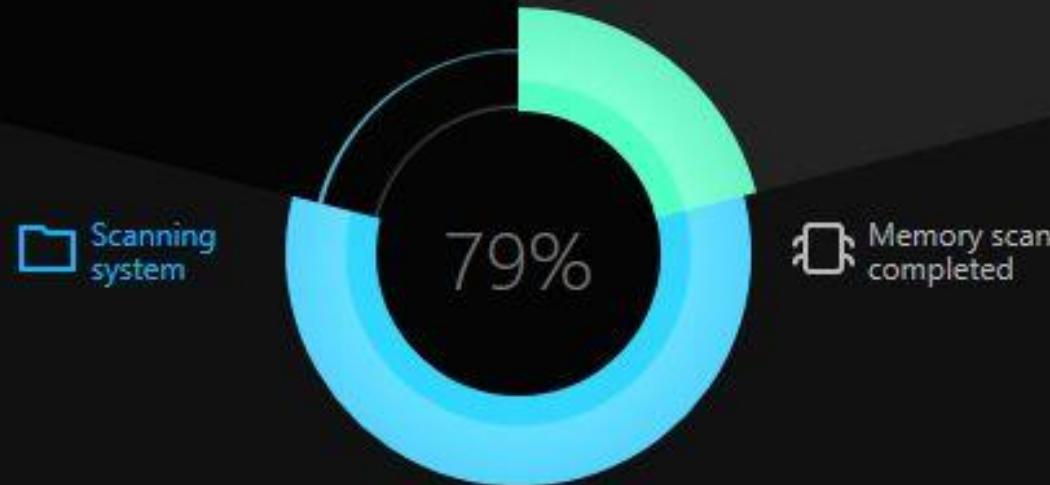
Put your
files in
folders.

Rename your
files so you can
easily find
them again.



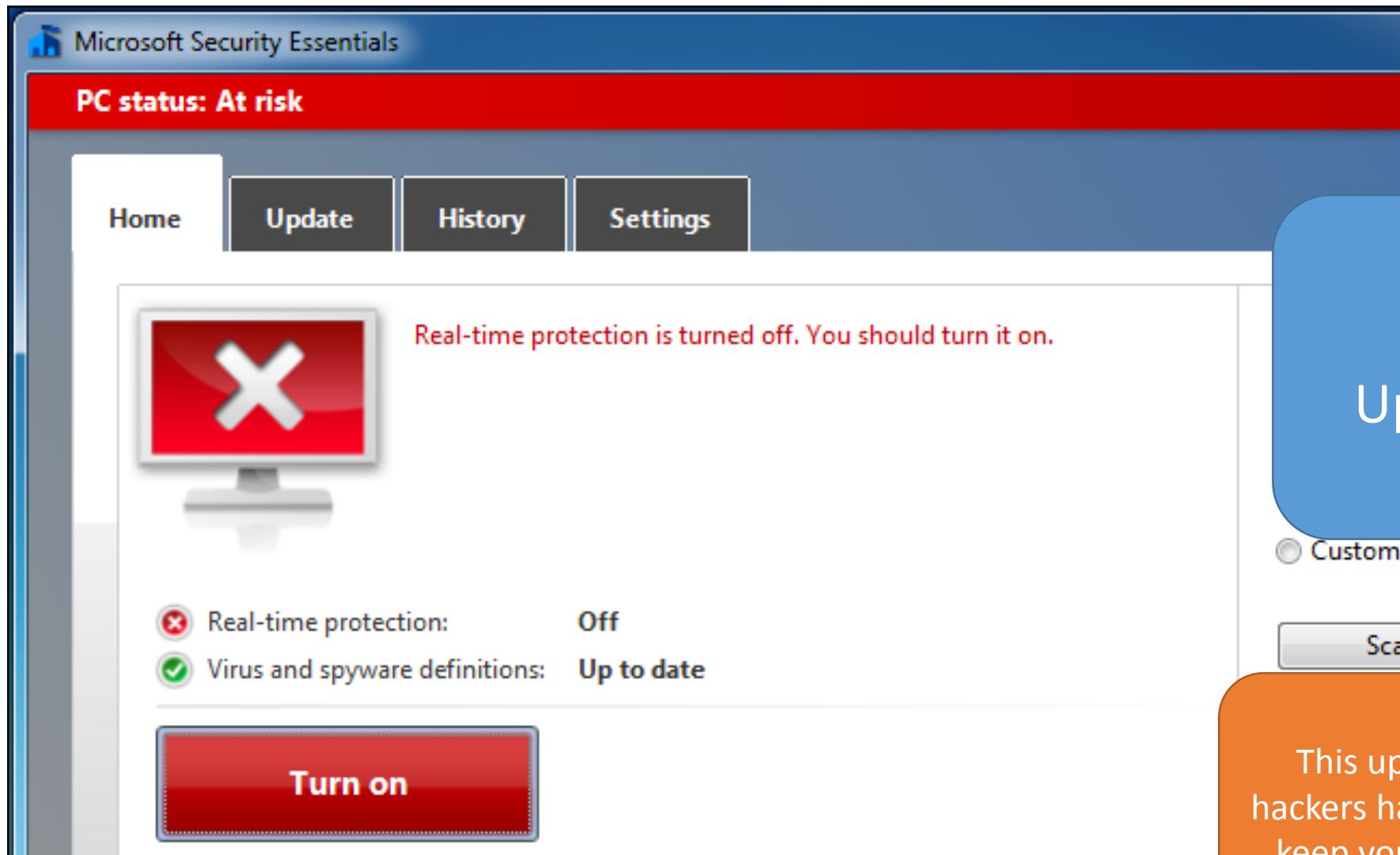
Scanning and cleaning

Scanning c:\windows\system32\speech\speechux\speechuxps.dll



No harmful items found

Run a
virus
scanner.



Update your
software.
Update your virus
scanner.

Custom

Scan

This updates plug holes
hackers have found. They will
keep your computer safer.

Clear Browsing Data

Obliterate the following items from: the beginning of time ▾

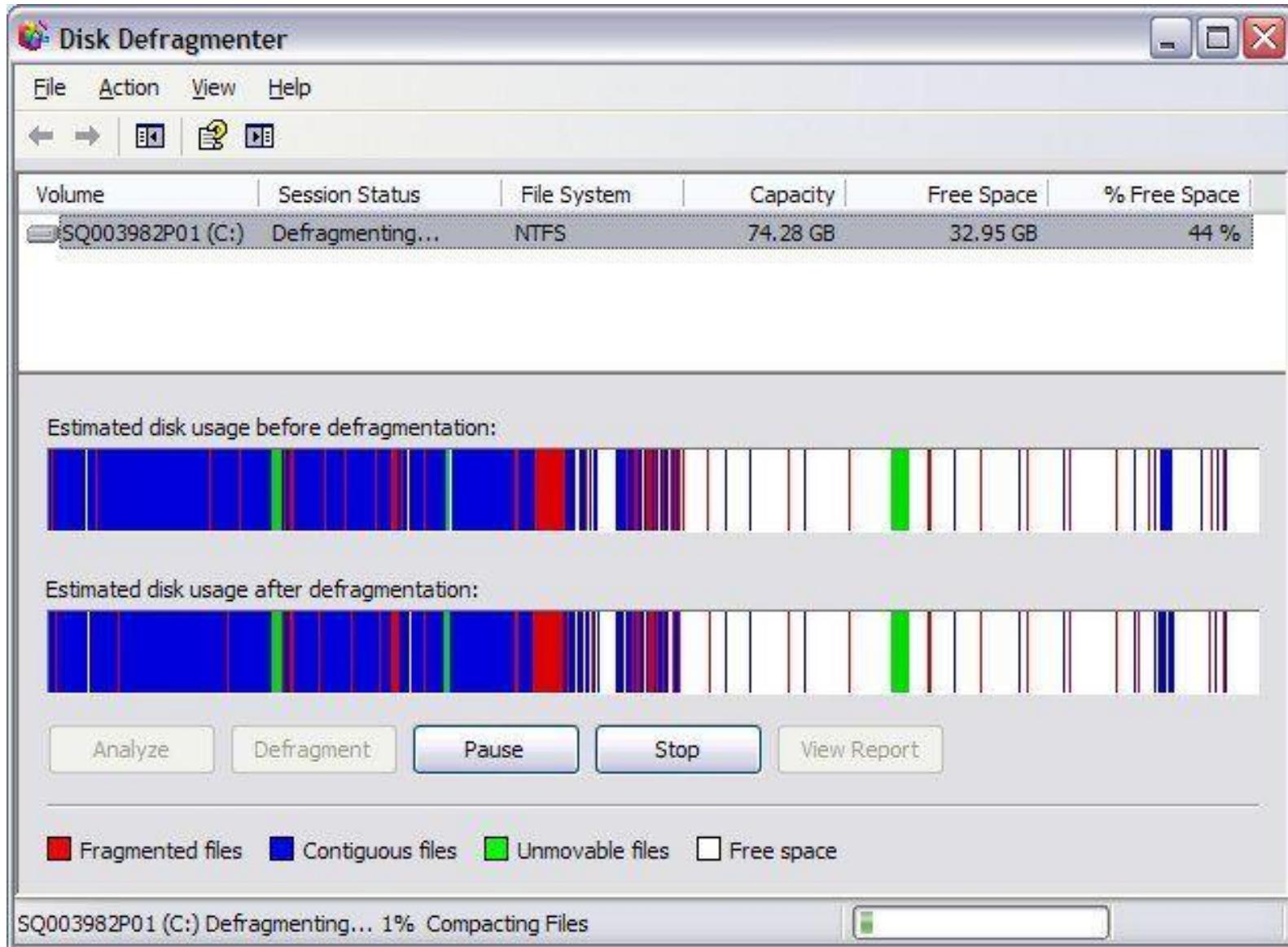
- Clear browsing history
- Clear download history
- Empty the cache
- Delete cookies and other site and plug-in data
- Clear saved passwords
- Clear saved Autofill form data

Delete your
browsing history.

This clears up disk space
AND protects your privacy
AND prevents hackers
from finding up
information about you.

Clear browsing data

Cancel



Defragment your computer hard drive to make opening and saving files faster.

Defragmenting is re-ordering the files on your hard drive so they are sorted nicely.



Make Backups.

Make a second copy of your files in another place (say, your email, or the cloud, or on a USB Flash Drive).



Why Backup?

One of my profs at Waterloo used to say:
“You will die. Your disk will die. Your disk will die first. Do Back ups”

If it is too important to lose, make a copy.



Why backup?



There are all kinds
of reasons your
computer might
get lost or stolen.





**WORLD
BACKUP
DAY**
// / / / /
MARCH 31ST

**WHAT WOULD YOU DO
IF YOU LOST
EVERYTHING?**



Some people are trying to start a backup day to remind people to do back ups.