

Hey there! Below is a list of handy keyboard shortcuts. I recommend that you print them out and keep them beside your computer, to be viewed whenever you think they might be useful. Once you've mastered these commands, you should feel much more productive and comfortable using your computer. Have fun!

Name	Shortcut	What it does	Example
Copy	<i>Ctrl + C</i>	Takes a selected region of text and stores it to later be <i>Paste'd</i>	p3cm A friend tells you to type the fol- low- ing into your web browser: http://www.wikipedia.org
Paste	<i>Ctrl + V</i>	After some text has been <i>Copy'd</i> , rewrite, in a manner of speaking, that text beside the cursor's current position.	Rather
Tab	<i>Tab</i>	In most cases, jumps to the next available item. Handy when filling out forms.	than want to type fill out all government 24 paper- work online [MOREPRAC- TICAL!]. This pa- di- perwork includes fields that ask, for your name, address, and a large amount of text other and personal information. Rather than click on each input field individually, as you finish entering text then Paste each item, you press <i>Tab</i> to jump to the next browser item. When you make a mis- take entering one item and have already pressed <i>Tab</i> , just press <i>Shift + Tab</i> to return to the previous field. there's no chance
Reverse Tab	<i>Shift + Tab</i>	Jump to the previous item.	What you'll photos from your digital cam-
Select range of items	<i>Click</i> first item, hold <i>Shift</i> , <i>Click</i> last item	Select, starting from the first item you click,	

Note: The items in the “Name” column are not “official” names for the short-cuts. [FIXME: keep this notice?]