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Computer Basics Course

Essay 25 – Shortcut Keys

The shortcut keys are great way to save time and make operating on a PC a little easier. I learned that there are certain important keys on the keyboard associated with these shortcuts. Those keys are the ALT, CTRL, SHIFT, TAB and Windows Logo Key. Pressing these buttons in conjunction with others on the keyboard like letters will allow me to navigate through and organize my PC is such a way that is useful to me. One shortcut I found particularly useful was the shortcut that allows you to change the display and move windows between different monitors because my workspace is setup with dual monitors.