



Comprehensive Keyboard Shortcuts

By Uzoamaka Chukwu-Abel

Createspace, United States, 2015. Paperback. Book Condition: New. 234 x 156 mm. Language: English . Brand New Book ***** Print on Demand *****.TEACH YOURSELF MORE. Computer literacy does not stop at mere operation of the system, shortcutting goes a long way to make your experience sweeter and faster. This book is divided into two sections: Section A and B to help you in computing activities. Section A - enlightens you on why you should shortcut, Merits of Shortcutting, best method for shortcutting, typing skill and software that helps you shortcut. Section B - this section provides a comprehensive list of shortcuts and their actions that will enable you to successfully work in applications such as: Ms. Word Corel Draw Ms. PowerPoint and Ms. Publisher.



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