SHORTCUT KEYS #1

- **Copy a selected item:** Ctrl+C

- **Cut a selected item:** Ctrl+X

- **Paste a selected item:** Ctrl+V

- **Undo an action:** Ctrl+Z

- **Redo that thing I just undid:** Ctrl+Y

- **Select everything:** Ctrl+A

- **Print:** Ctrl+P

- **Switch between Open Windows** Alt + Tab

  If you have lots of open windows and you're not sure exactly which one you need, press Alt+Tab, and get a quick thumbnail view of all open windows. Then, while holding down the Alt key, press the Tab key multiple times until you get to the window you want.

- **Clear away everything and show the DESKTOP** Windows logo key ⊞+D

- **Compare and contrast in a snap** Windows logo key ⊞+Left Arrow or Right Arrow

- **Multitask with multiple monitors**
  Windows logo key ⊞+Shift+Right Arrow or Left Arrow

- **Choose a presentation display mode (Switch between Projector Screen & Monitor)** Windows logo key ⊞+P

- **Zoom in, zoom out** Windows logo key ⊞+Plus Sign or Minus Sign

- **Open browser tabs closed by accident** CTRL + SHIFT + T

- **Bookmark a page** CTRL + D