Title:
Keyboard Power: Using Your Computer Even If Your Mouse ^Dies~

Word Count:
514

Summary:
There are various accessories that could help operating a computer easier. The mouse is just a

What are you to do, when in the middle of an important document, your mouse decides to ^die~?

Keywords:
laptop, notebook, deal, best, buy, computer, cheap, purchase

Article Body:
There are various accessories that could help operating a computer easier. The mouse is just a

What are you to do, when in the middle of an important document, your mouse decides to ^die~?

On your keyboard, immediately press CTRL + S simultaneously to save whatever it is you´re doin

Ctrl + O ˘ to open a file or document
Ctrl + B ˘ to use the ^Bold~ feature of fonts
Ctrl + I ˘ to italize fonts
Ctrl + U ˘ to underline texts in a document
Ctrl + X ˘ to cut texts, cells, or icons from files
Ctrl + W ˘ to close existing windows
Ctrl + R ˘ to align document to the right
Ctrl + L ˘ to align document to the left
Ctrl + E ˘ to align document to the center (especially in Word Documents)
Ctrl + Z ˘ to undo last action done in a document
Ctrl + Y ˘ to redo last action done in a document
Shift F7 ˘ to prompt the Thesaurus tool in a document
F7 ˘ to prompt the spelling and grammar check tool in a document
F12 ˘ or save as, to save same document with another filename or to another drive
Windows + D - shows desktop
Alt + Tab ˘ switches you from one window to another
F5 ˘ refreshes your browser when it seems to have stopped moving (when you are using the Inter
Ctrl + Esc ˘ prompts the ^Start Menu~ when you are using the old 101-key keyboard without the
F6 ˘ enables you to change the URL on the address field when you are using the Internet.
Shift + Tab ˘ when you need to go back to a previous cell (in a spreadsheet) or entry in a for
Ctrl + V or Shift + Insert ˘ to paste copied text to another document
Windows + F ˘ when you need to find and open a file recently saved
Windows + Pause/Break ˘ to directly open and view your system properties without going through
Windows + E ˘ to directly open and view Windows Explorer without going though the Start Menu
Alt + F4 ˘ to prompt shut down menu

When you get used to using these shortcuts, you will certainly be able to finish the task you