

Shortcuts are handy. These are a list of the more common ones...

Start Menu: 

LOCK YOUR MACHINE:  +L

Save: Ctrl + S

Print: Ctrl + P

Select All: Ctrl + A

Undo: Ctrl + Z

Cut: Ctrl + X

Copy: Ctrl + C

Paste: Ctrl + V

Underline: Ctrl + U

Find: Ctrl + F

Open: Ctrl + O

New: Ctrl + N

**PEAR**  
Educational



**LAND**  
Technology