

Create Keyboard Shortcut Reference Lists

Just about everybody is familiar with the following keyboard shortcuts:

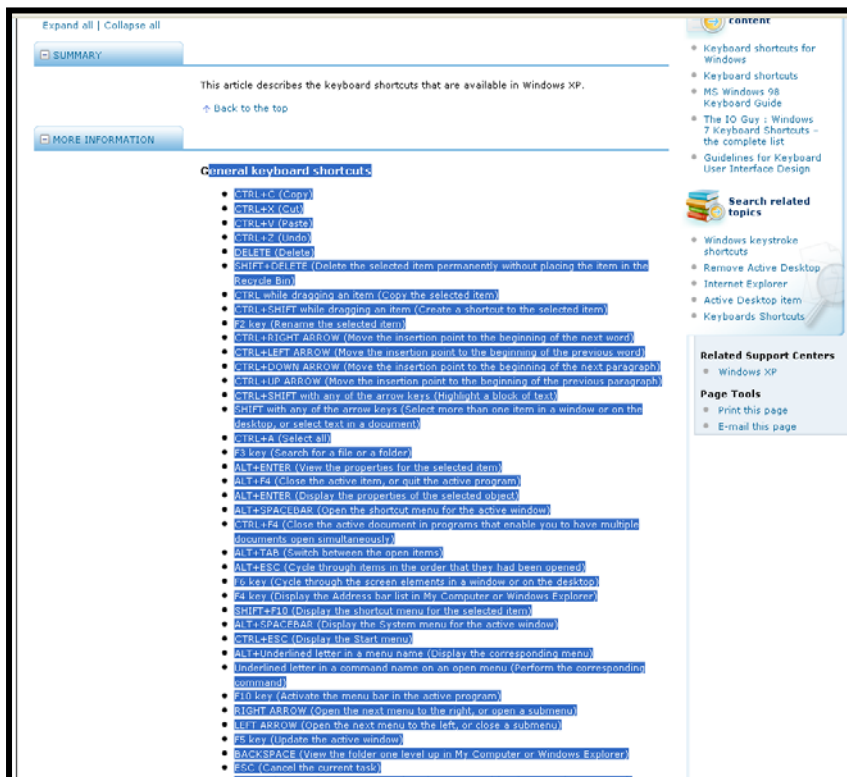
Ctrl+S = Save
Ctrl+P = Print
Ctrl+C = Copy
Ctrl+V = Paste
Ctrl+F = Find

We know them, we're familiar with them, and we probably use them several times a day – they're great time savers! While some keyboard commands are the same for multiple programs, there are others that are specific to the program itself.

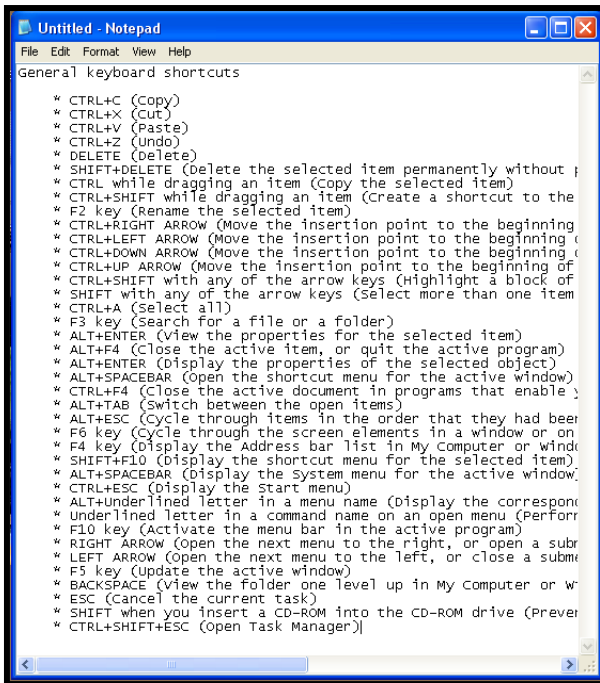
For every one or two keyboard shortcuts that we learn and master, there are hundreds more just waiting to be used. The problem is remembering them to the point where they become second nature.

Creating a keyboard shortcut reference list is a simple way to help you learn and master even more of those time-saving keystrokes:

1. Perform a search online and locate a list of keyboard shortcuts for a specific program. For example, Microsoft Support's website provides several keyboard shortcut lists (i.e., Word, Excel, PowerPoint, Windows XP etc.)
2. Using your mouse, highlight and copy (Ctrl+C) the text containing the shortcuts.



3. Open Notepad, Word, or any text editing program, and press Ctrl+V to paste the selected text.



4. Alt+F opens the Save As dialog box. Save the file to an easily accessible location, using an easy and identifiable name.
5. Now, whenever you open an application or program such as Word, Excel, Firefox, etc., remember to also open your keyboard shortcut reference list. You can either make both documents smaller for easier viewing of both, or, if the list is minimized, you can access the list by using the keyboard combination of Alt+Tab to shuffle between the open program and your list. Don't forget to use Ctrl+F (Find), if you want to quickly locate a command on your list!

