

January 23, 2016 Dennis Downer presented:

PC Tips & Shortcuts for your Computer.

Keyboard Shortcuts

- CTRL A = Select All
- CTRL S = Save As
- CTRL C = Copy
- CTRL V = Paste
- CTRL P = Print Review, Print
- CTRL Y = Repeat last Typing
- CTRL Z = Undo last Move, Typing, edit, etc.
- CTRL + = Zoom In Page
- CTRL - = Zoom out Page
- CTRL SHIFT P = InPrivate Browsing (All at same time)
- ALT P = Preview window for pictures in a folder

Windows Shortcuts

- Win Left Arrow = Move Screen to Left Half of Window
- Win Right Arrow = Move Screen to Right Half of Window
- Win Up Arrow = Open Half Screen to a Full Screen
- Win PrtSc = Screenshot
- Win C = Open Charms Bar (Windows 8.1 only)
- Win D = Close your open screens
- Win F = Open file search Bar (Windows 8.1 only)
- Win L = Close screens into your Lock Screen
- Win M = Opens Desktop from Windows Start Screen
- Win P = Projector Choice

Mouse Shortcuts

- **Double Click on a Word to Highlight**
- **Triple Click on a Paragraph to Highlight**
- **Once you Highlight a Word or Paragraph you will have a small edit box just like your HOME file.**
- **Single Click and Hold Mouse and drag over Word, Paragraph, or Multiple Areas in a Document.**
- **Or as shown earlier, CTRL A will copy entire Documents**

InPrivate Browsing

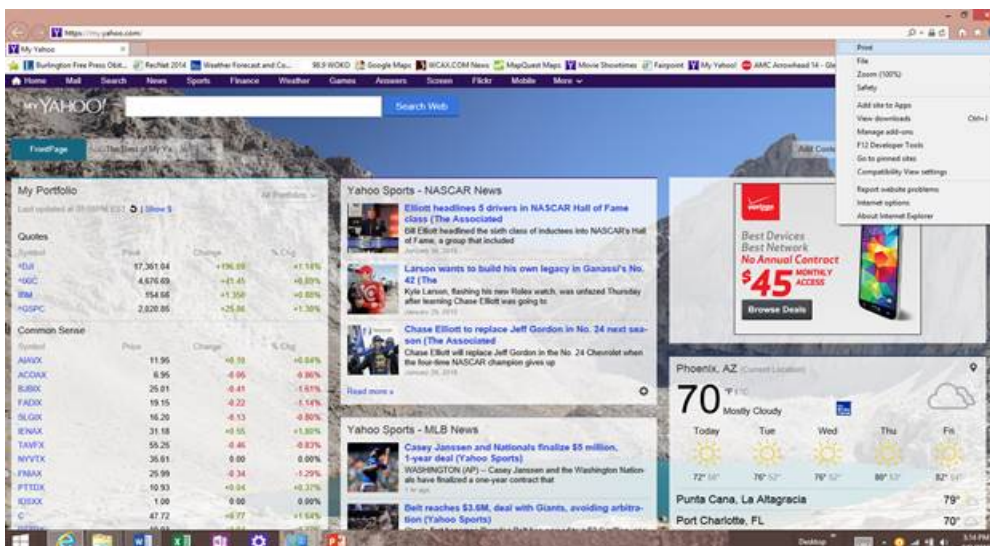
Browsers store some info—like your search history—to help improve your experience on the web. When you use InPrivate Browsing, info like passwords, search history, and page history is deleted once you close the tab.

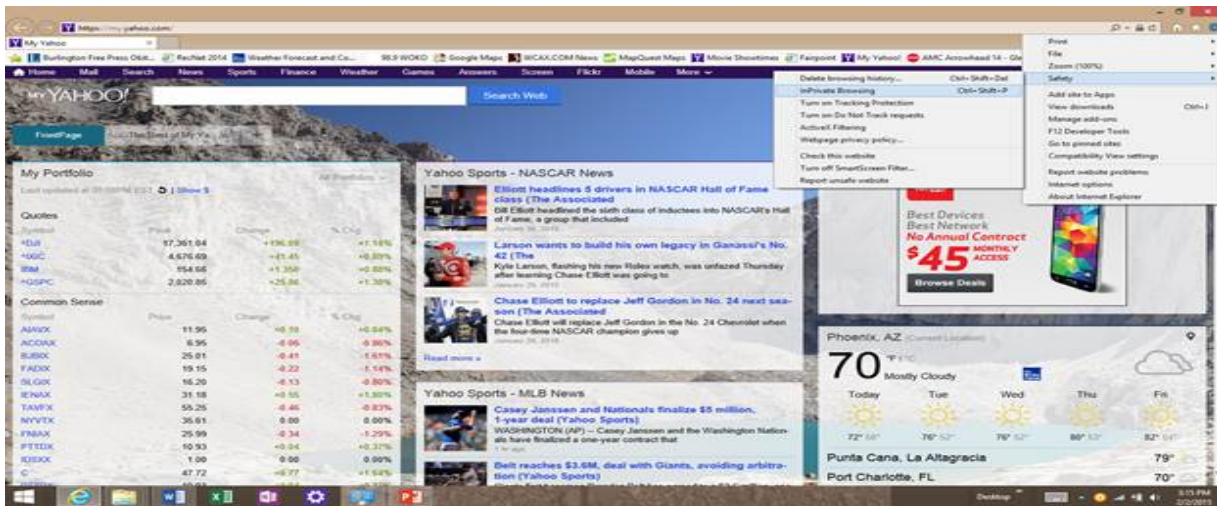
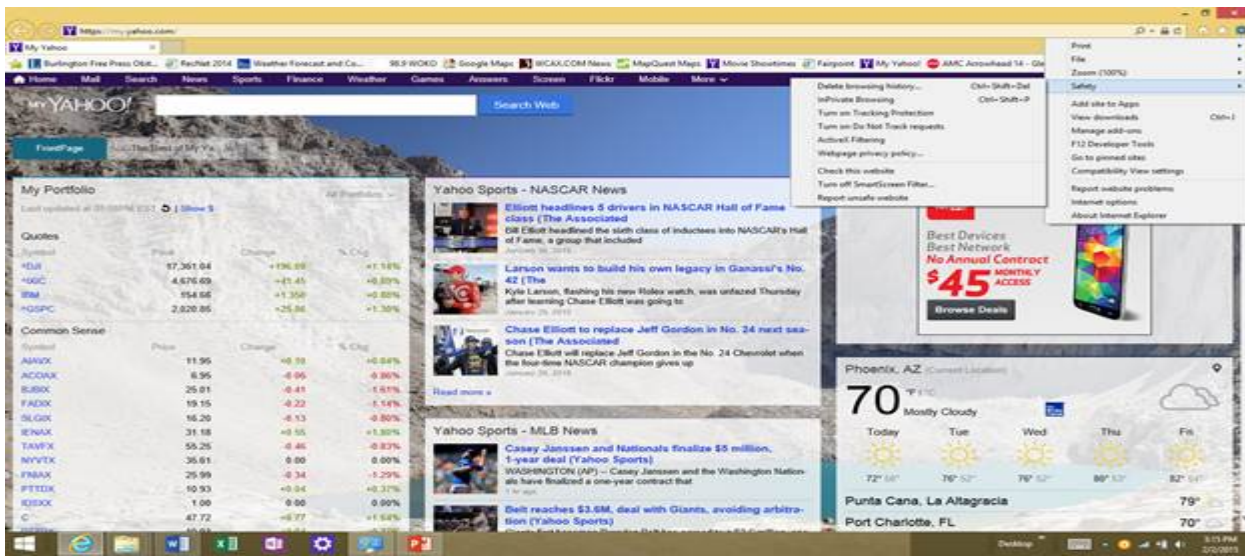
To open an InPrivate Browsing session from the start

1. On the Start screen, tap or click Internet Explorer to open Internet Explorer.
2. Go to the upper right corner of your screen and left click the little gear symbol (tools) to bring up the app commands.
3. Tap or left click the Safety Tab, and tap or click New InPrivate tab.

To open an InPrivate Browsing session in the desktop

- **Right-click the Internet Explorer icon on the taskbar, and select Start InPrivate Browsing.**





[Do Not Track](#)

- **What is tracking?**
- Tracking refers to the way that websites, third-party content providers, advertisers, and others learn about how you interact with sites. This might include keeping track of what pages you visit, links you click, and products you buy or review. This helps these sites offer personalized content like ads or recommendations, but it also means that your browsing activity is being collected, and often it's shared with other companies.
- When Do Not Track is turned on, Internet Explorer will send a Do Not Track request to the sites you visit and to the third parties whose content is hosted on those sites to let the sites know that you would prefer not to be tracked.