Computer Shortcut Tips – HH #10

Basic Computer Shortcut Keys List:

Ctrl + C = Copy selected text

Ctrl + V = Paste selected text

Ctrl + X = Cut selected text

Ctrl + Z = Undo previous action. Can be repeated to continue to undo each previous action in sequence

Ctrl + Y = Redo reverses the last undo command and brings back the change that had previously been undone

For more information about shortcuts, please access the following link:

https://media.geeksforgeeks.org/wp-content/cdn-uploads/20230904160114/Downloadable-PDF-All-Shortcut-Keys.pdf

How to increase or decrease the size of text in a document:

Hold down **Ctrl and click on +** to increase the size of text.

Hold down **Ctrl and click on –** to decrease the size of text.

To open a link in a new tab while searching the internet to allow toggling among various websites:

1) Decide on search words/phrases for the internet search and enter them into the search bar at the top of the page to bring up the page of results
2) Within the results page, choose an article to read and highlight the link to it by hovering the cursor over either the title or the URL for the article. Do not left click on the link as that will open the article thus losing the results page from view; just hover the cursor.
3) Right click on the mouse while hovering and the chosen link is highlighted to open a drop-down menu
4) Scroll in the drop-down menu to select "open in new tab"
5) The highlighted website will open in a new tab at the top of the page
6) Repeat highlighting and right clicking to open all articles of interest from the results page. All articles will be in new tabs across the screen and the results page will also still be available for further perusal
7) Click on the tabs to toggle among the hits to read the selected articles. This **allows toggling among various websites while researching as if each article was a separate piece of paper in a pile on a desktop.**