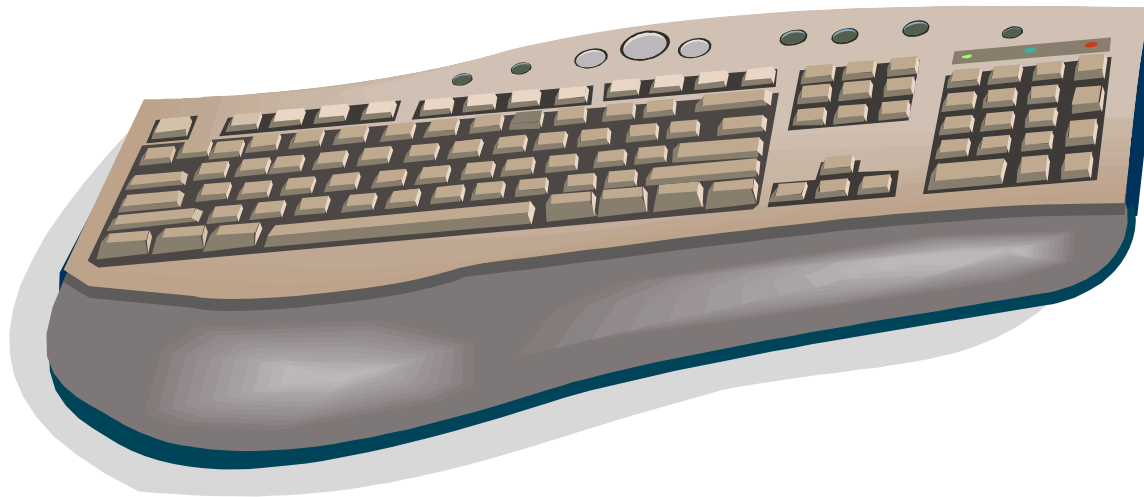




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## Shortcut Key Combinations to Remember.





**Cut an object**



**Copy an object**



**Paste an object**



**Save a File**



**Print**



**Find**



**Undo an Action**



**Redo an Action**



**Open the start menu**



**Open Windows Explorer**



**See the Desktop**



**Run a command**



**Switch Windows**



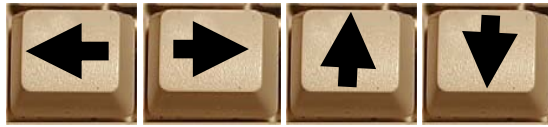
**Close a Window**



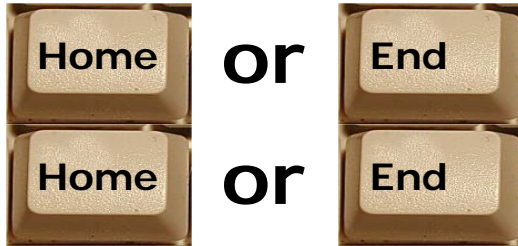
**Capture the Screen**



**Capture the Window**



**Arrows move the cursor around**



**or**

**Move to the beginning or end of a line**

**or**

**Move to the beginning or end of a document**



**or**

**Move to the beginning or end of a word**



**or**

**Select one character at a time**



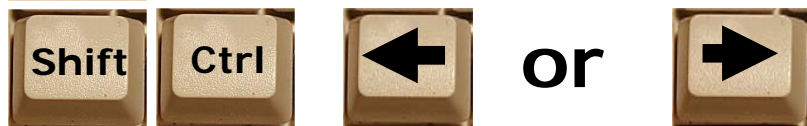
**or**

**Select one part of a line**



**or**

**Select to the beginning or end of a document**



**or**

**Select to the beginning or end of a word**