

Tricks for Typing

- Move the cursor quicker to the beginning of the previous word by pressing CTRL+Left Arrow, instead of doing it manually.
- To get the cursor to the beginning of the next word, use CTRL+Right Arrow.
- Recover a deleted item with ALT+Backspace.
- Delete an entire word by pressing CTRL+Backspace.
- Select a word you want to highlight quickly, without dragging the mouse, by double-clicking on it.
- Highlight a whole paragraph by triple-clicking on it.
- Make superscript and sub text by pressing CTRL = for sub, and CTRL Shift = for superscript.
- Paste in plain text and not what was originally formatted, after copying, by pressing CTRL + Shift + V.

Tricks on the Keyboard

- Close all your windows quickly if you're in a hurry by pushing the Windows button +D, and they will all shut immediately.
- Rename your highlighted files quickly by pressing F2.
- Close the program running with ALT + F4.
- To minimize all windows only, press Windows + D.
- Re-open your last closed tab with Shift + CTRL + T on most browsers.
- Instead of moving the cursor to the X in the corner, press CTRL + W to close the current window.
- Take a screen shot with ALT + Print Screen.