

# TAKE CONTROL

## Computer Shortcuts & Cheat Sheet

These shortcuts work on almost every PC out there and save you time and stress. They will even bluff those 'gen Y' smarties into thinking you're a computer pro!

Hold down the 'CTRL' (control) button and press the following:



**P** = (P)rint Page

**A** = Select (A)ll on page

**C** = (C)opy selected area on page

**V** = Pastes (V(Down symbol)) copied area

**X** = Cut (same as copy but (X)'s out original)

**F** = (F)ind a word on a page

**Z** = Undo (Z(last) action. The 'Panic Button'!)

**Y** = Redo, the antidote to Z.  
(Y(Why) did I press Z?)

**S** = Instantly (S)aves your work.  
Use frequently!

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