






Key board shortcuts are useful as they speed up your usage of the computer, they also help prevent RSI (Repetitive Strain Injury) or even Carpel Tunnel Syndrome




 +  = SELECT **A**LL

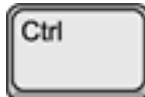

 +  = CUT  = X

 +  = **C**OPY

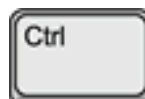

 +  = PASTE  = V

 +  = UNDO  Z IPS "UNDO"

 +  = REDO  Y

 +  = **bold**

 +  = Underline

 +  = *Italicise*

 +  = **P**rint 

 +  = **S**ave 

 +  = **O**pen