



# Your Computer Guy

I'm here because you... it's broken!



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- Ctrl + X cut text
- Ctrl + C copy text
- Ctrl + V paste text

- Ctrl + S save a file
- Ctrl + O open a file
- Ctrl + P open print dialog

- Ctrl + Backspace delete previous word
- Alt + Backspace undo deleting
- Ctrl + Delete delete next word

- Ctrl + Z undo an action
- Ctrl + Y redo undone action
- Ctrl + A select everything

- Select a file on the screen and...
- Hold Ctrl to select an extra one
  - Hold Shift to select a range

- Ctrl + = zoom in
- Ctrl + - zoom out
- Ctrl + 0 zoom to 100%

- Ctrl + Alt + Delete Windows security
- Ctrl + Shift + Esc open Task Manager
- Windows icon + L lock computer
- Windows icon + D minimize all windows

- Ctrl + F open find bar
- Ctrl + J open downloads
- Ctrl + H open history

- Ctrl + F4 close current tab
- Ctrl + Tab switch to next tab
- Ctrl + Shift + Tab to previous tab

- Alt + Left arrow open a new tab
- Alt + Right arrow re-open closed tab
- F5 refresh open page

- Ctrl + T open a new tab
- Ctrl + Shift + T re-open closed tab
- Ctrl + Mouse click open link in a new tab

- Windows icon + I open Windows settings
- Windows icon + E open File Explorer
- Windows icon + Q search files and settings

- Alt + F4 close current window
- Alt + Tab switch between windows
- Windows icon + Tab select a window to show

- Windows icon + Left arrow snip a window to left
- Windows icon + Right arrow snip a window to right
- Windows icon + Down arrow make a window smaller
- Windows icon + Up arrow make a window larger

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