

# Computer Basics

## The Keyboard



## Keyboard Shortcuts

**Use a Keyboard Shortcut:** Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open	Ctrl + O
New	Ctrl + N
Save	Ctrl + S
Print	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A
Undo	Ctrl + Z
Redo	Ctrl + Y
Bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U
Left Align	Ctrl + L
Center Align	Ctrl + E
Right Align	Ctrl + R
Find	Ctrl + F
Replace	Ctrl + H

## The Mouse

### Left Mouse Button

A left mouse click can do things like select an option or a file, or open a menu or link.

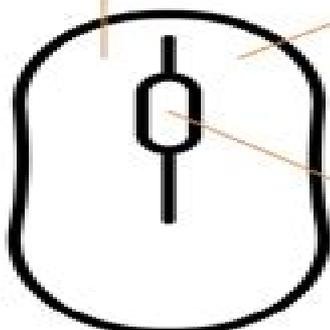
Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

### Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

### Scroll Wheel

Turn this wheel to move up and down a page.



## Toolbars, Ribbons, and Menus

### Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.



### Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.



### Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.



# Computer Basics Guide Types Basics

**Katrin Zwirgmaier**



## **Computer Basics Guide Types Basics:**

## **Computer Basics Guide Types Basics** Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Computer Basics Guide Types Basics**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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web format file etc passwd dalam konten file ini kita akan menemukan nama pengguna nama asli informasi identifikasi dan informasi dasar akun setiap pengguna seperti yang kami katakan ini adalah file teks dengan satu entri per baris dan masing masing baris ini mewakili akun pengguna

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