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Technology Tip
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Keyboard Shortcuts that Save - Big Time!

Are you looking for ways to increase your keyboarding efficiency and ease of use? Here are 8 of the most popular keyboard shortcuts. Keep them next to your computer for easy reference.

        CTRL + A = select all text
        CTRL + C = copy selected text
        CTRL + F = find
        CTRL + P = print
        CTRL + S = save current file
        CTRL + V = paste
        CTRL + X = cut selected text
        CTRL + Z = undo last action

This Technology Tip was proudly provided by the award-winning folks at WaudWare, creators of the Produce Inventory Control System - **PICS** and **WebPICS**.   905.846.9737   www.produceinventory.com