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Keyboard Shortcuts Everyone Should Know

www.computerhope.com

Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused.

Both **Ctrl+C** and **Ctrl+Insert** will copy highlighted text or a selected item. If you want to cut an item instead of copying it, press **Ctrl+X**. This action removes the text or item and stores it in the clipboard for you, rather than just copying it to the clipboard while leaving the original behind.



Both the **Ctrl+V** and **Shift+Insert** will paste the text or object that's stored in the clipboard.

Pressing **Ctrl+Z** will undo any change. Pressing **Ctrl+Y** would redo the undo.

Pressing **Ctrl+F** opens the Find field. It is especially useful on the Internet.

Pressing **Ctrl+Backspace** will delete a full word at a time.

Ctrl+S saves the file.

Pressing **Ctrl+P** prints the file.

Ctrl+Home will move the cursor to the beginning of the document, and **Ctrl+End** will move the cursor to the end of a document. These shortcuts work with most documents, as well as web pages.

Pressing either the page up or page down key will move to the next or previous page. When browsing the Internet, pressing the spacebar moves the scrollbar down a page. Similarly, **Shift+spacebar** moves the scrollbar up one page.

Consider a Desktop

When our customers stop in and inquire about purchasing a new computer, we recommend a desktop because you get "more bang for your buck."



Consumer Reports in a recent publication states "The personal computer revolution started with desktops, but they've been ignored in recent years as consumers opted for the portability of laptops, smartphones, and tablet. Now the tried-and-true desktop is poised for a comeback as companies including Apple, HP and Microsoft race to design models that answer the growing appetite for processors fast enough for demanding tasks of work and pleasure.

For those who just can't resist the portability of a laptop, you can always buy a monitor and a full-sized keyboard to use it more like a desktop. If you are interested in a new, faster computer, stop in or call Park Place Computers.



Bird Watching

www.komando.com



Birdnote.org is a cool site dedicated to the world of birdwatching, birding, nature conservation and, of course, the birds themselves.

What started out in 2004 as a side project of the non-profit bird conservation group Seattle Audubon Society, BirdNote came into its own as a two-minute radio program in 2005 and as a full-fledged organization in 2006.

BirdNote.org was put up as a companion website to the BirdNote radio program and with the help of bird-loving volunteers, scientific advisors, photographers and writers, it provides a wealth of information for anyone willing to delve deeper into the world of birding and birdwatching.

Here you can find stories, videos, sound recordings and photos of rare and hard-to-spot birds you may not have the opportunity to see in your lifetime. If you're apt to learn more about birds like the Bohemian Waxwing, the Black-headed Grosbeak or the Northern Flicker, then this site is definitely for you. Birdnote.org also features live webcam streams of nests and feeders. If you like real-time footage of birds in a natural setting, these are worth checking out. It's virtual bird watching right in the comforts of your own home or office!

Switch Mouse Buttons

If you are left-handed, you may wish to switch the two mouse buttons.

1. On the Windows 8 Start screen or in the Windows 10 search field on the Taskbar, type **mouse**.
2. Select the **change your mouse settings** option in the search results.

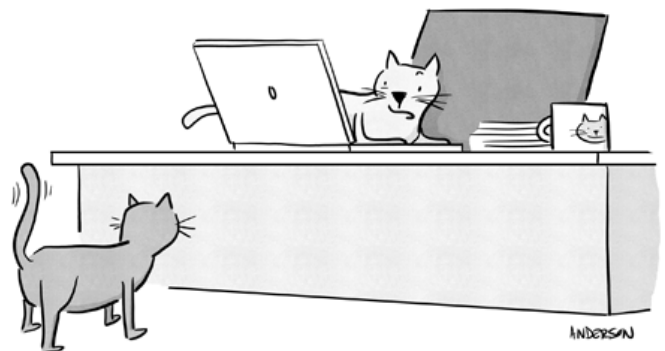


3. In the Settings window, under **Select your primary button**, change the selected option in the drop-down list from Left to Right or Right to Left.
4. For other versions of Windows, go to www.computerhope.com for instructions.

Computer Humor

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"I keep trying to work on that report, but I can't help curling up and napping on this damn thing."

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Need a computer or computer instruction?--contact [Park Place Computers](#)

P.S.—If you would no longer like to receive an email from Park Place Computers, please reply with your wishes. Thanks!