Keyboard Shortcuts

• Here’s a quick way to increase or decrease the document size that works in almost every program on a PC, including internet browsers.

  Hold control + scroll button on mouse (scroll up and down to decrease and increase pages).

• Do you have too many things open and need to get to your desktop quickly?

  Hold the Windows button and the “D” button. Voila!

• Here’s a way to scroll through every program that you have open.

  Hold the Windows button and the Tab button. Cool! While still holding the Windows button, keep tapping the Tab button until you are on the right project.

Mary Thomas, April 2015