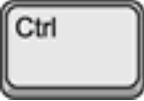




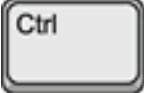



Keyboard shortcuts speed up the usage of your computer.
They can also help prevent Repetitive Strain Injury or Carpel Tunnel Syndrome.




 +  = SELECT **A**LL

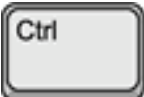

 +  = CUT  = X

 +  = **C**OPY

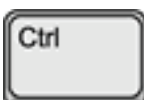

 +  = PASTE  = V



 +  = UNDO  Z IPS "UNDO"

 +  = REDO  Y



 +  = **bold**

 +  = **U**nderline

 +  = ***I***talicise

 +  = **P**rint 

 +  = **S**ave 

 +  = **O**pen