

USE KEYBOARD SHORTCUTS. SAVE TIME.

INTRODUCTION:

Shortcut commands are key combinations or sequences that perform specific tasks quickly and efficiently on digital devices. They are designed to streamline common actions and operations, allowing users to accomplish tasks with minimal effort and time.

SAVE TIME :: INCREASE EFFICIENCY :: REDUCE STRAIN :: ENHANCE PRODUCTIVITY ::

Text editing shortcuts are essential for manipulating text quickly and efficiently.

Cut (Ctrl + X): Removes the selected text or item and copies it to the clipboard.

 + X

Copy (Ctrl + C): Copies the selected text or item to the clipboard without removing it.

 + C

Paste (Ctrl + V): Pastes the contents of the clipboard at the current cursor position.

 + V

Undo (Ctrl + Z): Undo your last action, allowing you to revert changes made to your document or file.

 + Z

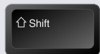
Navigation shortcuts are useful for moving quickly within documents, webpages, and applications.

 Home: Moves the cursor to the beginning of a line or document.

 End: Moves the cursor to the end of a line or document.

 Page Up/Down: Scrolls the contents of the current window up/down one page.

Create New Folder (Ctrl + Shift + N): Creates a new folder in the current directory or location.

 +  + N

Rename File/Folder (F2): Allows you to rename the selected file or folder.



Browser Shortcuts: These shortcuts help you navigate the web more efficiently and manage your browsing experience.

Open New Tab (Ctrl + T): Opens a new tab in your web browser, allowing you to browse multiple websites simultaneously.

 + T

Close Tab (Ctrl + W): Closes the current tab in your web browser.

 + W

Refresh Page (Ctrl + R or F5): Reloads the current webpage, updating its content and clearing cached data.

 + R

I'd love to hear how you have implemented these shortcuts. Please feel free to write me at: milanfromderby@outlook.com

*Best,
Milan Gurung*

