



Top Ten Microsoft Tips



Microsoft To increase your efficiency when working in Windows

1



Use the quick zoom shortcut to focus in and out of your document as you work:

Select the **Windows Key with + / - keys**



2

Highlight a word or block of text, then:

- **Copy** using the keyboard shortcut **CTRL+C**
- **Cut** using the keyboard shortcut **CTRL+X**
- **Paste** using the keyboard shortcut **CTRL+V**

3

Quick Highlights with Quick clicks:

- **2 quick** mouse click over a word to highlight the word
- **3 quick** mouse clicks to highlight the sentence
- **4 clicks** to highlight the paragraph
- **Ctrl+A** to select all



4

With some text highlighted:

- **Ctrl+[** (square bracket) to **increase** font size
- **Ctrl+]** (square bracket) to **decrease** font size

5

Quick access to formatting

- **Ctrl-D** opens the font format window
- Use the **format painter** to copy the format from one piece of text then 'brush' the formatting to another piece of text

6

Press F7 to spell check your document

7

Need to use the Copyright Symbol?

- **Press and hold** the **Alt** key as you type 0169
© appears when you release the Alt key

8

The snipping tool - Make a selection of anything on your desktop screen. It takes a copy which you can paste into a document or email or save to upload to your website. **Can't find this tool?** Select the Windows key and search for 'Snip' - now pin it to your taskbar, ready for next time!



9

Stay organised when you have lots of windows open on your desktop:

Right-click over the **task bar** to select to

- **Cascade** your windows
- Show your windows **side by side** or **stacked**

10

Safeguard your data and your professional integrity!

- Always use **Windows+L** keys to lock your computer before you walk away from it.