Computer Tips

Ctrl a = highlight everything

Ctrl c = copy

Ctrl f = find (to find or find and replace a specific word or phrase in a document)

Ctrl v = paste

Ctrl x = cut

Ctrl alt on number pad = em dash

Alt + 151 = em dash

Alt + 0150 = n dash

Alt + 0133 = ellipsis

Prt Scr and ctrl + v = paste into Word

Remove reading layout: word/tools/options/general/remove reading layout

FN + Pg Dn = dim

FN + Home = brighter screen

FN + Page up = light