

# News July 2014

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In the year 2014 TCRM Corporate Headquarters are issuing the following keyboard shortcut advice to all computer users using windows (Other OS's are available but they are basically evil).

1. Alt and tab used together cycle through the foreground applications. (If you do not know this you may be infested by weevils) 2. Control P in almost all cases results in the print dialogue being invoked. (This is essential for maintaining your five trees a day quota) 3. Control d will duplicate the current line. (Very useful for schoolchildren if lines is still a punishment in school) 4. To copy the contents of the current highlighted area to the clipboard use control c. (Or use the mouse if you really want to do it very slowly) 5. To paste the contents of the clipboard to the current cursor use control v. 6. To undo the last action use control z. (Very handy if the current text is defamatory) 7. To redo the thing you just undid use control y. (Very handy if you don't care see item 6). 8. To zoom in and out use windows key and +/- . (Very handy for spotting continuity errors in Corrie) 9. To select everything in the current foreground window use control a. (Can be used in conjunction with item 3) 10. The help system is invoked using function key 1 (f1). (Yes, there is a help system, who would have believed it after all these years)

This is written somewhat tongue in cheek but learning some computer basics can really help you get more out of your computers. We have many customers who are genuinely delighted to discover what alt tab does. It is one of the most useful features on Windows, <http://en.wikipedia.org/wiki/Alt-Tab>.

