



The Complete Guide to Keyboard Shortcuts

Tilbert Schulte

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Keyboard shortcuts are indispensable for people who use the computer every day: they help prevent RSI and make you up to 40 percent more efficient!

This book is based on our successful training method, which teaches participants how to operate programs such as Word, Excel, and Outlook through keyboard shortcuts alone. This method works for everyone, whether or not you have prior experience with keyboard shortcuts.

In PART I of this book, you'll become acquainted with the basic principles of keyboard shortcuts. These principles are easy to learn, and you can use them in nearly every program. I recommend you read this part carefully.

PART II provides lists of keyboard shortcuts for Windows, Word, Excel, Outlook, PowerPoint, and major web browsers. This useful reference will help you quickly locate the keyboard shortcuts for your favorite actions.

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Christine Clute:

A lot of people always spent their free time to vacation as well as go to the outside with them household or their friend. Do you realize? Many a lot of people spent they will free time just watching TV, as well as playing video games all day long. In order to try to find a new activity that's look different you can read a new book. It is really fun to suit your needs. If you enjoy the book that you just read you can spent the whole day to reading a guide. The book The Complete Guide to Keyboard Shortcuts it is rather good to read. There are a lot of individuals who recommended this book. They were enjoying reading this book. Should you did not have enough space to develop this book you can buy typically the e-book. You can m0ore very easily to read this book from your smart phone. The price is not to fund but this book possesses high quality.

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