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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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