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WINDOWS SHORTCUTS

WORD KEYSTROKE	DESCRIPTION
START + M	Minimize or restore all windows
START + E	Open My Computer
START + F	Search for a file or folder
CTRL + START + F	Search for computers
START + R	Open the "Run" dialog box
Shift + Delete	Delete selected item permanently w/o placing item in recycle bin
Alt + Enter	View properties for the selected item
CTRL + F4	Close the active document in programs that allow you to have multiple documents open simultaneously
Alt + Esc	Cycle through items in the order they were opened
Shift + F10	Display the shortcut menu for the selected item
Alt + Space	Display the System menu for the active window
ALT + SHIFT + ↑ or ↓	Move sentence up and down within text box

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