



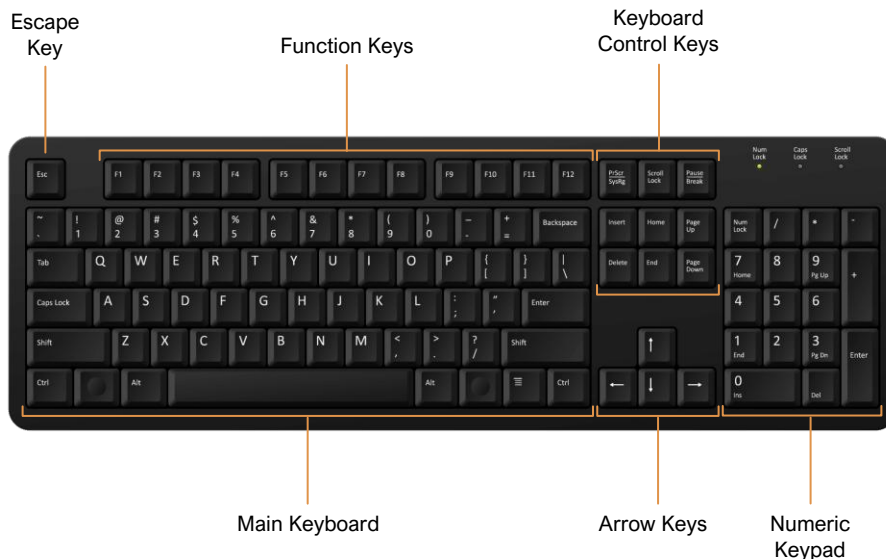
Computer Basics

Quick Reference Guide



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The Keyboard



Keyboard Shortcuts

Use a Keyboard Shortcut: Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open	Ctrl + O
New	Ctrl + N
Save	Ctrl + S
Print	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A
Undo	Ctrl + Z
Redo	Ctrl + Y
Bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U
Left Align	Ctrl + L
Center Align	Ctrl + E
Right Align	Ctrl + R
Find	Ctrl + F
Replace	Ctrl + H

The Mouse

Left Mouse Button

A left mouse click can do things like select an option or a file, or open a menu or link.

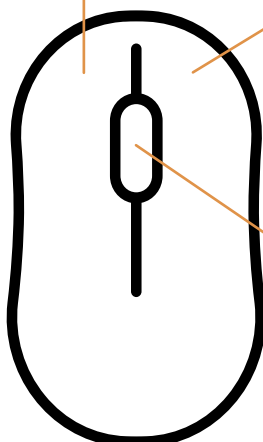
Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

Scroll Wheel

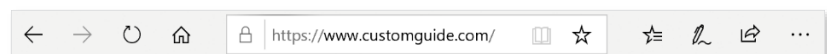
Turn this wheel to move up and down a page.



Toolbars, Ribbons, and Menus

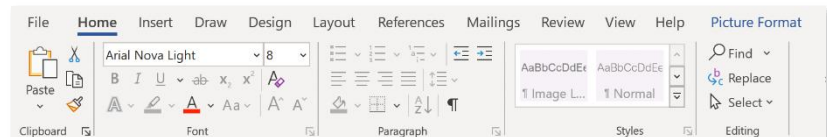
Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.



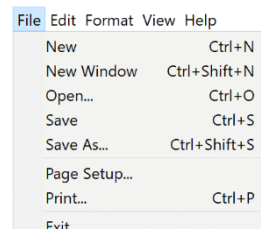
Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.



Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.



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Create, Save, and Open Files

Create a File: Click the **File** tab or menu and select **New**, or press **Ctrl + N** on the keyboard. If required, select the type of new file to create.

Save a File: Click the **File** tab or menu and select **Save**, or press **Ctrl + S** on the keyboard. Choose where you want to save the file. Enter a file name and then click **Save**.

Open a File: Double-click a file from the File Explorer window. Or to open a file from within an application, click the **File** tab or menu and select **Open**, or press **Ctrl + O** on the keyboard. Locate and select the file you want to open.

Select and Edit Text

Select a Word: Double-click a word to select it.

Select a Paragraph: Triple-click anywhere in a paragraph to select it.

Select a Block of Text: Click and drag across the text you want to select. Or, click at the beginning of a text block, hold down the **Shift** key, and then click at the end of a text block.

Select Everything: Press **Ctrl + A** on the keyboard.

Edit Text: Select the text you want to edit, then begin typing to replace it with new text.

Delete Text: Select the text you want to delete. Press **Backspace** or **Delete** on the keyboard. If no text is selected, the Backspace key removes the characters to the left of the blinking insertion-point, while the Delete key removes characters to the right of the insertion-point.

Undo and Redo

Undo Actions: After a change or series of changes is made, click the **Undo** button on the interface or press **Ctrl + Z** on the keyboard. Continue to undo the changes until you have undone all the changes you wish to reverse.

Redo Actions: Click the **Redo** button on the interface or press **Ctrl + Y** on the keyboard.

Format Text

Change the Font: Select the text you want to format. Click the **Font** list arrow and select a new font.

Change the Font Size: Select the text you want to format. Click the **Font Size** list arrow and select a font size.

Change the Font Color: Select the text you want to format. Click the **Font Color** list arrow and select a new color.

Apply Bold, Italic, or an Underline: Select the text you want to format. Click the **Bold**, **Italic**, or **Underline** button on the application interface, or press **Ctrl + B**, **Ctrl + I**, or **Ctrl + U** on the keyboard, respectively.

Cut, Copy, and Paste

Copy and Paste: Select the text you want to copy. Press **Ctrl + C** on the keyboard or use the right-click menu to copy the text. Click where you want to paste the text. Press **Ctrl + V** on the keyboard or use the right-click menu to paste the text.

Cut and Paste: Select the text you want to cut. Press **Ctrl + X** on the keyboard or use the right-click menu to cut the text. Click where you want to paste the text. Press **Ctrl + V** on the keyboard or use the right-click menu to paste the text.

Paragraph Alignment

In most applications, text is aligned to the left margin by default. There are four alignment options: left, center, right, and justified, which is only available in certain applications.

This text is aligned to the left margin. To left align selected text, click the **Align Left** button on the application interface, or press **Ctrl + L** on the keyboard.

This text is aligned to the center. To center align selected text, click the **Center** button on the application interface, or press **Ctrl + E** on the keyboard.

This text is aligned to the right margin. To right align selected text, click the **Align Right** button on the application interface, or press **Ctrl + R** on the keyboard.

This text is justified so the text is distributed evenly between the margins. If the application allows, justify selected text by clicking the **Justify** button on the application interface, or press **Ctrl + J** on the keyboard.

Find and Replace Text

Find Text: Click **Find** on the ribbon or in a menu, or press **Ctrl + F** on the keyboard. Type the word you want to find in the **Search** field.

Replace Text: Click **Replace** on the ribbon or in a menu. Type the word or phrase you want to replace in the **Find what** field. Click in the **Replace with** field and type the word or phrase you want to replace the text with. Click either the **Replace** or **Replace All** button, click **OK**, then click **Close**.

Print

You can print just about anything that appears on your computer screen—documents, images, notes, webpages, and more. The print command is generally in the File tab or menu.

The screenshot shows the **Print** dialog box on the left and a **Print Preview** of a document on the right. The **Print** dialog box includes the following sections:

- Number of Copies:** A dropdown menu set to 1.
- Send to Printer:** A button with a printer icon.
- Printer:** A dropdown menu showing "HP LaserJet Professional Ready".
- Settings:** A section with various options:
 - Print Range:** "Print All Pages" (The whole thing).
 - Pages:** "1,2,3" (1,2,3).
 - Print One Sided:** "Only print on one side of the page".
 - Collated:** "1,2,3 1,2,3 1,2,3".
 - Paper Orientation:** "Portrait Orientation".
 - Letter:** "8.5\" x 11\"".
 - Margin Size:** "Narrow Margins" (Top: 0.5\" Bottom: 0.5\" Left: 0.5\" Right: 0.5\").
 - Pages to Print Per Sheet:** "1 Page Per Sheet".
- Page Setup:** A button at the bottom right of the dialog.

The **Print Preview** shows a document titled "Computer Basics Quick Reference Guide" with a "CustomGuide" logo. The document content includes sections for "The Keyboard", "The Mouse", and "Toolsbars, Ribbons, and Menus". The preview shows the document as it will appear when printed.



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Leadership
Management
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