**Top 10 Computer Tips & Tricks**

1. No matter what you’re looking at (a web page, Word document, etc.), if you want to make the text and images **bigger**, hold down the **Ctrl key and press +**. Press repeatedly to keep getting bigger and bigger. Press **Ctrl and the – key** to get **smaller**.
2. Want to go back to the **previous webpage**? Press **Backspace**. This works in any browser.
3. Use keyboard shortcuts to **Cut, Copy, and Paste** (Insert). Use the **Ctrl key + C** for Copy, **Ctrl + X** for Cut (X looks like scissors), and **Ctrl + V** for Paste (it looks like an editor’s insert caret).
4. **Undo**! Use **Ctrl + Z** to undo whatever horrible thing you just did. You can usually do this as many as 10 times to keep undoing whatever you’ve done. Use **Ctrl + Y to redo**, or to redo and undo for those who can’t make up their minds.
5. You already know that the Backspace key deletes one character at a time. But did you know that **Ctrl + Backspace deletes one word at a time**? Oooh.
6. **Save** it! Press **Ctrl + S** in any type of document or file in order to quickly Save your work. (We recommend doing this frequently.)
7. **Print** it! Press **Ctrl + P** to quickly open a Print Preview. You can then print from that screen if you’re ready to print.
8. **Capture** it. Want to capture a snapshot of your whole screen? (This can be helpful to explain what you’re seeing to a help desk person or to a student.) Press **Shift + PrtScn**. Look near the top right of your keyboard, to the right of the F keys. On a Mac, press the Apple key  + Shift + 3.
9. **Capture some of it**. To snip a portion of your screen or document, on a PC, click the Windows start button, then type snip in the Search bar. This will bring up the **Snipping tool**. You then simply position the + and drag it to capture a portion of your screen. On a Mac, press the Apple key  + Shift + 4. These images can also be saved – press File, Save As.
10. Finally, if you want to **lock** your computer, press the **Windows button + L**. To unlock, just enter your desktop password. This is a really good habit to prevent anyone from accessing your files while you are away from your computer.