

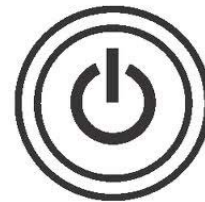
Computer Cheat sheet

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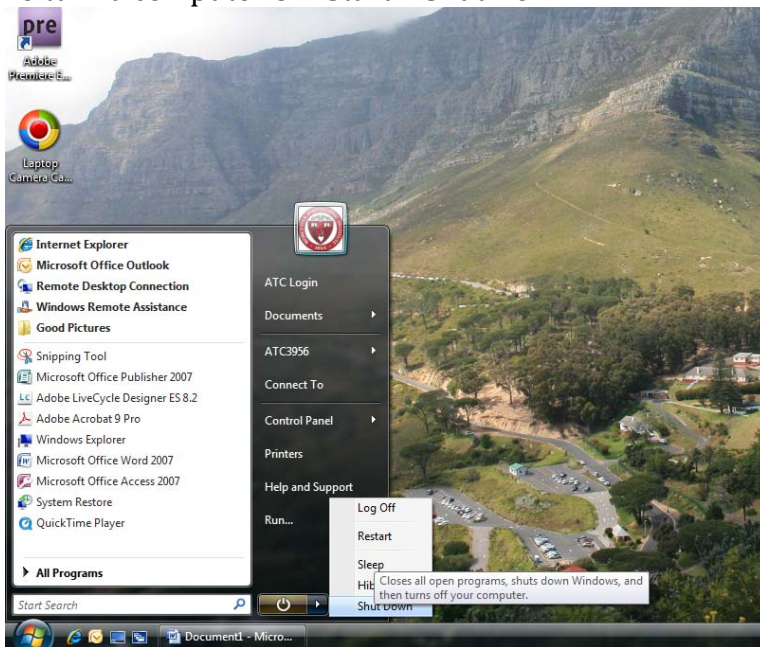
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Turning the computer on and off

To turn a computer **on** look for a button with this symbol on it.



To turn a computer **off** Start > Shut Down



Key board and mouse controls



Key board

Backspace: Deletes text

Big Black button: space bar

Enter: Goes to the next line

Shift: Makes letter Capital

Ctrl + C : Copies

Ctrl + V : Paste

Ctrl + X : Cuts

Mouse

Single Left Click: selects

Double Left Click: opens

Single Right Click: gives more options

Computer organization

Desktop

User Login

Contacts

Desktop

Documents

Downloads

Favorites

Links

Music

Pictures

Saved Games

Videos

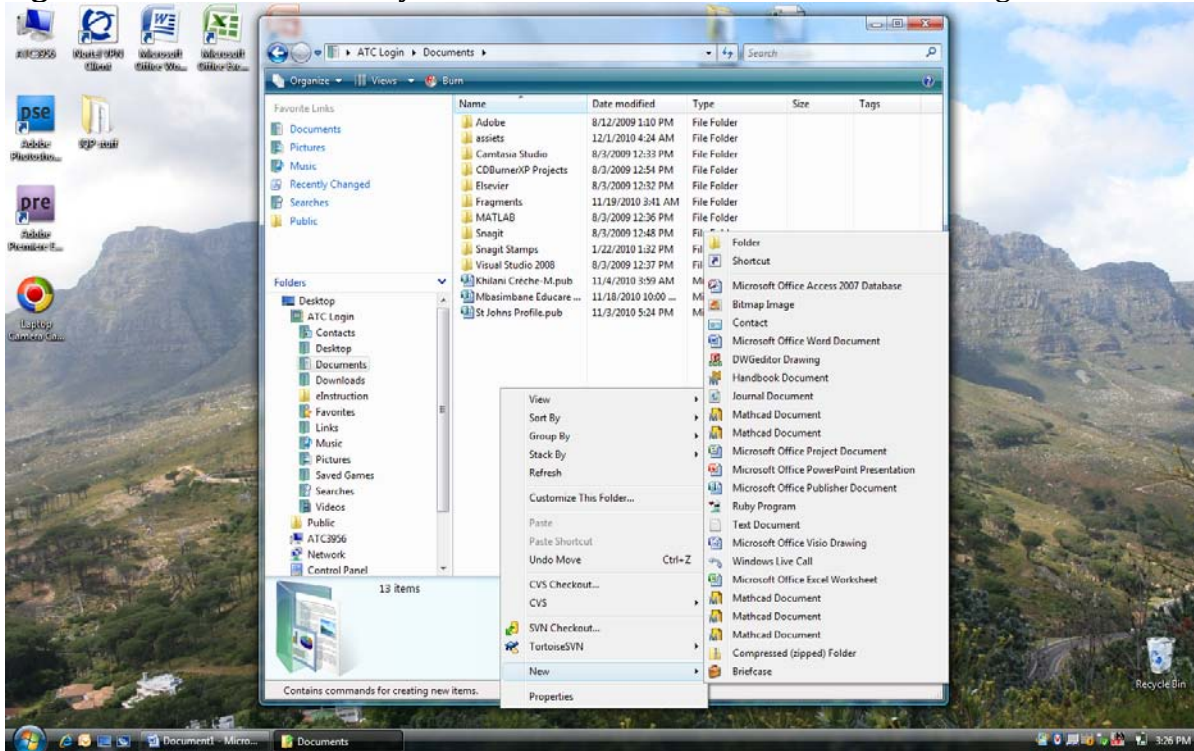
Public

Networks

Control Panel

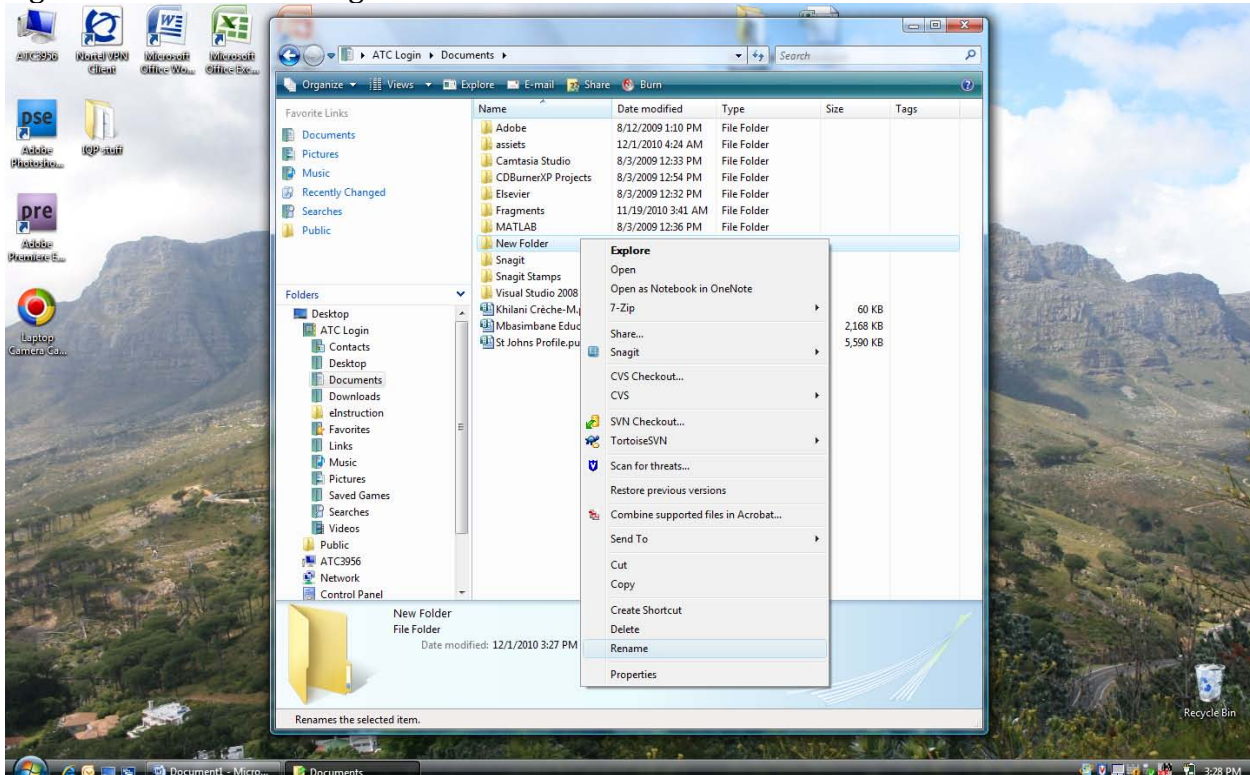
Making Folders

Right click in side the folder you would like to add a new folder to. Then go down to **New > Folder**

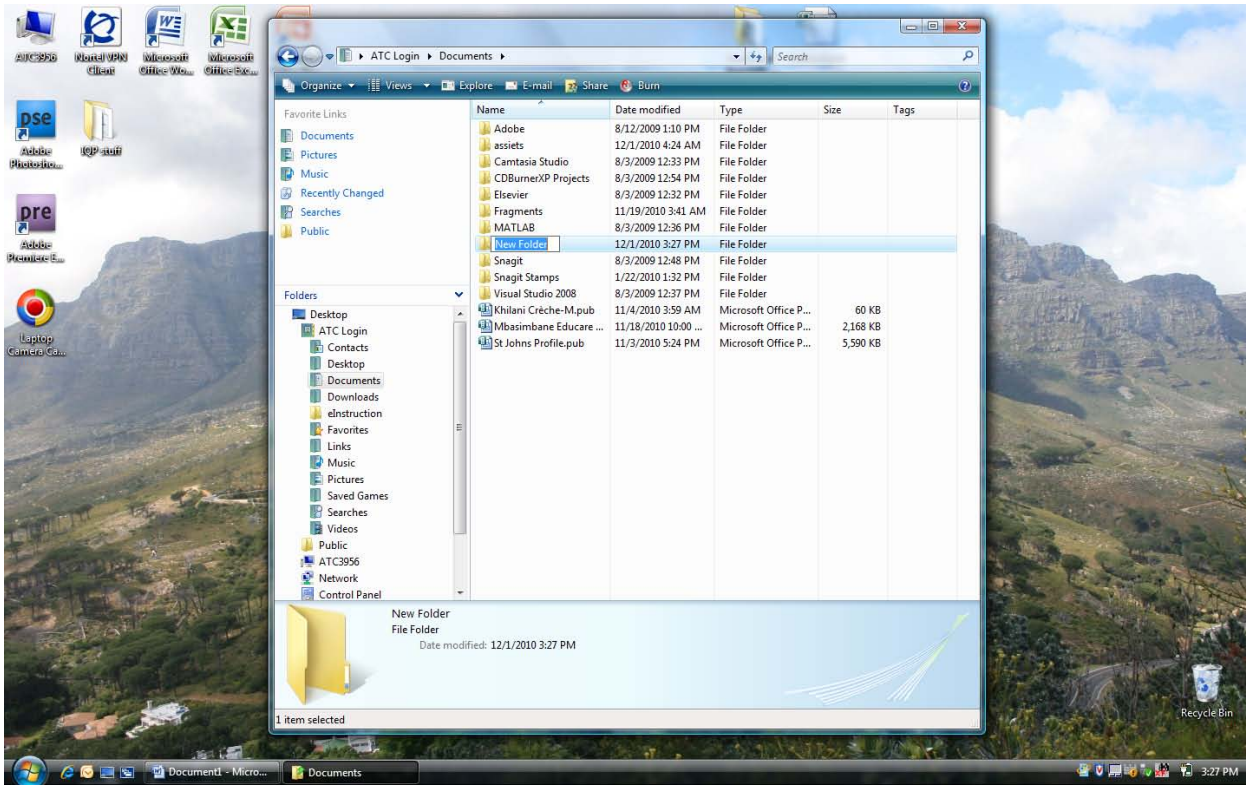


Renaming files

Right click the folder and go down to **Rename**



Then start typing when the old name is highlighted in blue



Closing programs

