

To **magnify the size of print on your screen**, hold down the Control key while rolling the mouse wheel up. Rolling the mouse wheel down will have the opposite effect.

An alternative method for magnifying the print is to hold down the Control key and tap on the + and – buttons on the keyboard. To resume to normal size, use Control 0 (zero).

If you are working on a search engine but can't find the exact words you are looking for, use Control + f. A **"find" box** will appear at the corner of the screen. Type in the word you are looking for and all instances of that word will be highlighted on the page.

When composing a document: If you hold the Control key down and then punch the right arrow key or the left arrow key, the **cursor will jump to the next "word"** instead of the next letter. Every time you punch the arrow key once, with the Control key held down, it jumps to the next word.

Using Control and the Backspace key **erases an entire word**.

The combination for **the Undo command is "Control Z"**.

**Alt + D takes your cursor directly to the address box**. The address box will be highlighted blue and ready for typing.

**Windows + D takes you directly to the desk top**.

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To search through your documents using File Manager, be sure to turn on the **Preview Pane** so you can view the documents on the right side of the screen without having to open the applications.

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To save a piece of clipart from the internet, search for "Christmas clipart". When you find the clip you want, right click on it and SAVE it to your computer. Then you are able to insert that clipart into any program you are using.

To erase any unwanted print from a piece of clipart, **open your PAINT program**. (You can find PAINT by searching for it on your computer.) When Paint opens, use File Open and open the clipart. Use the small eyedropper icon and click on the color you want to paint with. Then drag your mouse over the area to cover or paint the print you want to erase or conceal. Then resave the file.

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**To save a website as a shortcut on your Windows 8 desktop**, go to that website. From the gear or tools option, choose "add site to apps". The site will then appear in your page of apps. Find it and then right click on it and choose "pin to start page".

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To customize an icon on your start page, download the app **"Tile A File"** from the Microsoft website. You can customize that tile by choosing a photo or clipart from your computer. To customize your Windows 8 start page, you can drag tiles to the **"speed bump"** located between the groups on your machine. Once you drop the icon where you want it, right click on an empty space and you can title or rename any of the groups on the page.