



## Comprehensive Keyboard Shortcuts (Paperback)

By Uzoamaka Chukwu-Abel

Createspace, United States, 2015. Paperback. Book Condition: New. 234 x 156 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.TEACH YOURSELF MORE. Computer literacy does not stop at mare operation of the system, shortcutting goes a long way to make your experience sweeter and faster. This book is divided into two sections: Section A and B to help you in computing activities. Section A - enlightens you on why you should shortcut, Merits of Shortcutting, best method for shortcutting, typing skill and software that helps you shortcut. Section B - this section provides a comprehensive list of shortcuts and their actions that will enable you to successfully work in applications such as: Ms. Word Corel Draw Ms. PowerPoint and Ms. Publisher.



## Reviews

An exceptional ebook along with the font applied was interesting to read through. it was actually writtern really completely and beneficial. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- Mr. Hector Cole Jr.

This written pdf is wonderful. It can be writter in easy phrases and not difficult to understand. Your lifestyle span will likely be enhance once you full looking over this ebook.

-- Juanita Reynolds