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Tepato Systems offers software consulting services to help small business owners and non-profit groups.

If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

Windows Keyboard Shortcuts

These Are Handy in any MS Office tool

All of these keyboard shortcuts can be used in any Microsoft Office application, and some may also be used when surfing the Internet.

Here are the shortcuts that I use the most:

CTL+C - copy selected text

CTL+X - cut selected text

CTL+V - paste selected text

CTL+ALT+V - paste special (really useful in Excel)

CTL+Z - undo

CTL+Y - redo

CTL+A - select all (text in a document, cells in a spreadsheet, whatever)

CTL+Home - go to top of document

CTL+End - go to end of document

CTL+S - save

ALT + TAB - switch to a different window

Print Screen - to get a screenshot (works best if you have software like SnagIt)

CTL+ALT+Del - open task manager

To see a list of all the shortcuts that are available (there are many more), use this link:

[Windows XP Shortcuts - http://support.microsoft.com/kb/301583](http://support.microsoft.com/kb/301583)

Technology Firms Are the New "Big Brother" - And They're Watching...

Criminals Beware

I recently was referred to this article and found it interesting. There is actually quite a bit of info activities that can be provided to law enforcement by Microsoft (as well as other similar compar

Use this link to see the article, and beware if you're up to no good in cyberspace: