

# Find Text Quick

This is one of those important computer tips that you will use all the time. Once of the things many people find themselves doing frequently is trying to find one specific word or sentence within a much longer document or webpage. Happily, if you know what you're looking for, Windows makes it easy to find it. In almost every application, you can type Ctrl + F (F for Find) to find a word or series of characters. Ctrl + F works in Microsoft Word and Excel, all major Web browsers, Notepad, and many other applications.

Here are just a couple of other Quick Keys:

- ❖ Ctrl + P = Print
- ❖ Ctrl + S = Save
- ❖ Ctrl + C = Copy
- ❖ Ctrl + V = Paste

\*For a full Quick Key Guide make sure to check out next month's newsletter.