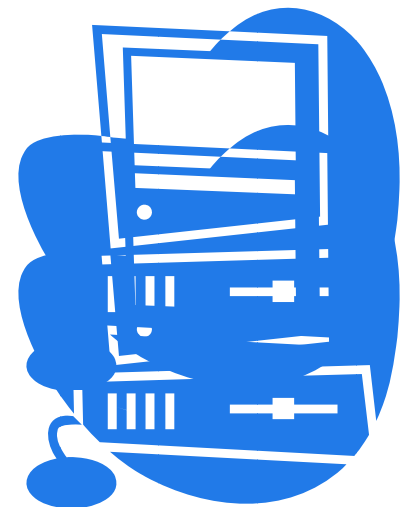


Keyboard Shortcuts in SD28

To start programs, just press these keys:

Ctrl-Alt-A	Microsoft Access
Ctrl-Alt-C	Calculator
Ctrl-Alt-D	Diagnostic report to the help desk
Ctrl-Alt-E	Microsoft Excel
Ctrl-Alt-G	Groupwise
Ctrl-Alt-H	Helpdesk Request (report a broken computer!)
Ctrl-Alt-I	Internet (Google Chrome)
Ctrl-Alt-M	MyEducation BC
Ctrl-Alt-N	SMART Notebook
Ctrl-Alt-P	Microsoft Powerpoint
Ctrl-Alt-S	Atrieve
Ctrl-Alt-W	Microsoft Word
Ctrl-Alt-X	Windows Explorer (to see all your files)





Within a program, use these keys:

Ctrl-A	Select All
Ctrl-C	Copy the selection to the clipboard
Ctrl-V	Paste from the clipboard
Ctrl-X	Cut (Delete) the selection
Ctrl-Z	Undo the last change



Any time, use these keys:

 L	Lock your screen for privacy and security
 D	Return to your desktop