



Module 1 - Recap card

Using the keyboard

Good practices for using the keyboard

- **Position the keyboard correctly**, in front of you, at a distance that allows you to keep your elbows close to your body and your wrists straight.
- Avoid hitting the keyboard keys with too much force.
- Use **keyboard shortcuts** to perform common actions more quickly.
- **Take regular breaks** to stretch your fingers, wrists and forearms to avoid muscle fatigue.
- If possible, use a high-quality **ergonomic keyboard** and a **stand to raise the screen** to eye level to maintain a more comfortable posture.
- **Practise!** The more comfortable you are, the more you'll reduce the strain on your fingers and wrists.



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Keyboard shortcuts

- **Copy** (Ctrl+C), **Cut** (Ctrl+X), **Paste** (Ctrl+V).
- **Undo** (Ctrl+Z), **Redo** (Ctrl+Y).
- **Select all** (Ctrl+A).
- **Open** (Ctrl+O), **Save** (Ctrl+S).
- **Find** (Ctrl+F), **Replace** (Ctrl+H).