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# digit Documentation

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A keyboard shortcut is one or more keys used to perform a menu function or other common functions in a program or operating system. Keyboard shortcuts usually are not as intuitive as point-and-click mouse actions. However, they can be used by novice users in frequently used programs to get to locations much faster than using the mouse.



## WHY SHOULD I USE AND LEARN KEYBOARD SHORTCUTS?

**Below are a few of the reasons you should learn and memorize keyboard shortcuts.**

- Makes the computer easier to use.
- Allows you to be faster and more productive on the computer.
- Keeps your hands on the keyboard and reduces the stress caused by you moving your hand between the mouse and keyboard.
- Can perform tasks difficult for some to perform using the mouse.
- Keyboard shortcuts can be used with programs like AutoHotkey to automate common tasks.

**For example, to copy paste all text in an e-mail to a Microsoft Word document without keyboard shortcuts, you'd do the following steps.**

- Highlight all of the text with the mouse.
- Right-click the highlighted text and click Copy.
- Use the mouse to navigate to Microsoft Word.
- Right-click in Microsoft Word and click Paste.