

## SHORTCUT KEYS

CTRL C	COPY SELECTION
CTRL V	PASTE SELECTION
CTRL X	CUT SELECTION (DELETE & COPY)
CTRL Z	UNDO
CTRL A	SELECT ALL
WINKEY D	MINIMISES ALL WINDOWS (a toggle - press again to restore Windows)
WINKEY E	START WINDOWS EXPLORER (view all your files and folders)
WINKEY L	LOCK KEYBOARD

NAME:.....

THIS IS YOUR PERSONAL INFORMATION  
PLEASE KEEP IT SAFE  
IF YOU LOSE IT, IT IS GONE!

### YOUR SENIORS' TUTORING ACCOUNT

BBFS LOG IN NAME:.....

BBFS PASSWORD:.....

### YOUR EMAIL ACCOUNT

GMAIL ACCOUNT NAME:.....@gmail.com

Gmail Password:.....