



Coffee Break

Question on Software or Operating system.

ShortCut Key for 'Undo'

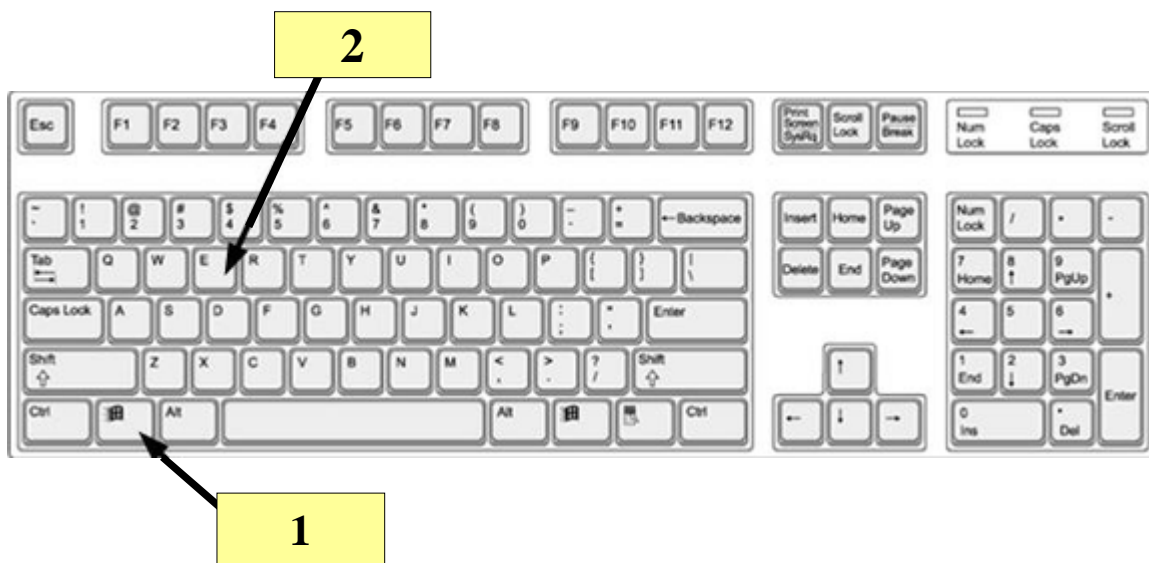
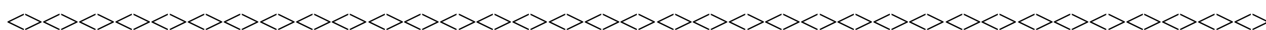
There is a "universal" undo shortcut it's: Ctrl+Z.

Ctrl+Z is normally used in word processing documents, but it also works just about anywhere in windows.

Let's say you accidentally drag an icon to your desktop, Just press Ctrl+Z and the icon vacates your desktop and jumps back to wherever it was before.

Works with Windows Explorer too. Let's say you accidentally delete a file. Instead of going to the recycle bin to recover it, hit Ctrl+Z .

In most programs, Ctrl+Z will undo whatever it was that you just did. Bad thing is that many programs only give you one or two of these "undos."



Also use the [Windows key] and the [E] for a shortcut to open Windows Explorer.