**Computer tips and tricks**

Every day you learn something new about computers. This could be a new shortcut or a new way of performing a task quicker on your computer. In this section you will learn about the different computer tricks that can come in handy when trying to save time and effort!

We shall start with some popular keyboard shortcuts:

CTRL C: Copy, CTRL X: Cut, CTRL V: Paste, CTRL Z: Undo, CTRL Y: Redo, CTRL B: Bold, CTRL U: Underline, CTRL I: Italicize

If you are one of those people that have a 1000 plus emails in in your inbox, and don’t really have the energy to go read or delete or archive each one of them. You can delete a bunch of emails at the same time by doing the following. In the search bar, type the following: *in:inbox is:unread -category:promotions* then press *Enter*.

From here, you can select all these emails like store sale emails etc. then delete the all in one or archive them all at the same time!