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The screenshot displays a marketing automation platform's dashboard. On the left, a dark sidebar lists navigation items: Home, Contacts, Campaigns, Automations, Conversations, Lists, Pages, Reports, Refer Friends, Apps, Settings, and a user profile for Michael. The main content area is divided into several sections:

- Active Contacts:** Shows 573 active contacts.
- Contact Trend:** A chart showing contact growth over time.
- Automations:** Lists four automation workflows:
 - Automation 1 (Status: ACTIVE)
 - ClickFunnels Affiliates (Status: ACTIVE)
 - Follow Using Welcome (Status: ACTIVE)
 - SMM Funnel (Status: ACTIVE)
- Campaigns:** Lists five campaign types:
 - Affiliatecamp (Status: Draft)
 - Final CTA Last Push
 - Final CTA
 - Time Almost Up
 - One Day Left
- Manage Templates:** A grid of preview cards for various template types, including landing pages and emails.

On the right side, there are two additional sections:

- Create a campaign:** A button to start a new campaign.
- Recent Activity:** A list of recent user interactions with small profile icons and timestamps.

At the bottom right is a "Help" button.



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As shortcut keys constitute an essential part of the computer awareness syllabus; this article presents a list of basic shortcuts, along with shortcuts for Windows, Word, Excel, OUTLOOK, and more.Computer Shortcut Keys-Basic KeyShortcutsWork of shortcutsAlt + FFile menu options in the current programAlt + EEdits options in the current programF1Universal help (for any sort of program)Ctrl + ASelects all textCtrl + XCuts the selected itemCtrl + DelCut selected itemCtrl + CCopy the selected itemCtrl + VPaste the selected itemShift + InsPaste the selected itemHomeTakes the user to the start of the current lineCtrl + HomeGo to the beginning of the documentEndGo to the end of the current lineCtrl + EndGo to the end of a documentShift + HomeHighlight from the prevailing position to the start of the lineShift + EndHighlight from the prevailing position to end of the lineCtrl + (Left arrow)Move one term to the left at a timeCtrl + (Right arrow)Move one term to the right at a timeLearn about Computer Abbreviations here.Computer Shortcut Keys-Microsoft Windows ShortcutsWork of shortcutsAlt + TabSwitch between open applicationsAlt + Shift + TabSwitch backwards between open applicationsAlt + Print ScreenCreate a screenshot for the current programCtrl + Alt + DelReboot/Windows task managerCtrl + EscBring up the start menuAlt + EscSwitch between applications on the taskbarF2Rename selected iconF3Start to find from the desktopF4Open the drive selection when browsingF5Refresh contentsAlt + F4Close the current open programCtrl + F4Close window in the programCtrl + Plus KeyAutomatically set widths of all columns in Windows ExplorerAlt + EnterOpen properties window of selected icon or programShift + F10Simulate right-click on selected itemShift + DelDelete programs/files permanentlyAlso, learn about Microsoft Windows here.Computer Shortcut Keys-MS WordShortcutsWork of shortcutsCtrl + BBold highlighted selectionCtrl + CCopy selected textCtrl + XCut selected textCtrl + NOpen new/blank documentCtrl + OOpen optionsCtrl + POpen the print windowCtrl + FOpen find boxCtrl + IItalicize highlighted selectionCtrl + KInsert linkCtrl + UUnderline highlighted selectionCtrl + VFind and replace optionsCtrl + HFind and replace optionsCtrl + JJustify paragraph alignmentCtrl + LAlign selected text or line to the leftCtrl + QAlign selected paragraph to the leftCtrl + EAlign selected text or line to the centreCtrl + RAlign selected text or line to the rightCtrl + MIndent the paragraphCtrl + THanging indentCtrl + DFont optionsCtrl + Shift + FChange the fontCtrl + Shift + >Increase selected font +1Ctrl + JIncrease selected font +1Ctrl + [Decrease selected font -1Ctrl + Shift + *View or hide non printing charactersCtrl + (Left arrow)Move one word to the leftCtrl + (Right arrow)Move one word to the rightCtrl + (Up arrow)Move to the beginning of the line or paragraphCtrl + (Down arrow)Move to the end of the paragraphCtrl + DelDelete the word to the right of the cursorCtrl + BackspaceDelete the word to the left of the cursorCtrl + EndMove the cursor to the end of the documentCtrl + HomeMove the cursor to the beginning of the documentCtrl + SpaceReset highlighted text to the default fontCtrl + 1Single-space linesCtrl + 2Double-space linesCtrl + 51.5-line spacingCtrl + Alt + 1Change text to heading 1Ctrl + Alt + 2Change text to heading 2Ctrl + Alt + 3Change text to heading 3Shift + F3Change case of selected textShift + InsertPasteF4Repeat the last action performed (Word 2000+)F7Spell check selected text and/or documentShift + F7Activate the thesaurusF12Save asCtrl + SSaveShift + F12SaveAlt + Shift + DInsert the current dateAlt + Shift + TInsert the current timeCtrl + WCclose documentCtrl + =Set chosen text as a subscript.Ctrl+Shift+=Set chosen text as superscript. 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