Just a few shortcuts to make your computer life easier...

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Keyboard Shortcuts

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Summer Office Hours

Monday - Friday
10:00am - 8:00pm

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10:00am - 2:00pm
* Other hours available by appointment

Did you know there are shortcuts on your keyboard that will allow you to work more efficiently and lessen the number of clicks on your mouse?

Yes, it's true. If you work on a computer using a Windows operating system then below you'll find a list of keyboard commands for many common tasks.

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)

Or, if you're a Mac user try these:

- Command+C (Copy)
- Command+X (Cut)
- Command+V (Paste)
- Command+Z (Undo)
- Command+Delete (Move to trash)
- Command+D (Duplicate Selected Item)
- Command+E (Eject)

If you start adding just one of these shortcuts a day you may find your work time lessened and the flow of work become more efficient. We find many people don't know about these shortcuts so go ahead, give them a try.

Storm Joins the Team

Big Blue Water has added a new member to the team - Storm. Storm graduated from Fennville High School in 2008. During his time at Fennville he worked in the IT department fixing computers, helping with network configuration and web design. His hobbies include video games and reading. He is a great addition to our team and we're very excited to have him!

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