

5 PRODUCTIVITY TIPS FOR WORKING FASTER & SMARTER ONLINE

WITH CHRISTINA HILLS

Online Productivity Quick Reminder

- Use Multiple Browsers
- Use Tabbed Browsing
- Bookmark Your favorite websites
- Memorize Browser shortcuts (see table below)
- Use a password manager (see resources below)

Browser Shortcuts

Action	Windows PC	Mac
Find text on the screen	Ctrl+F	⌘+F
Select text in an area	Ctrl+A	⌘+A
Copy text	Ctrl+C	⌘+C
Paste text	Ctrl+V	⌘+V
Zoom in on your browser	Ctrl+Plus sign	⌘+Plus sign
Zoom out on your browser	Ctrl+Minus sign	⌘+Minus sign
Reset your browser to default (100%)	Ctrl+0 (zero)	⌘+0 (zero)
Get to the top of the browser window	Home or Ctrl+L	⌘+Top arrow
Open a new tab	Ctrl+T	⌘+T
Switch between tabs	Ctrl+Tab	Ctrl+Tab
Close tab	Ctrl+W	⌘+W

* Please note although the above shortcuts are pretty universal, there are some variations, depending on the browser/operating system you use.

Password Management Resources

- LastPass (www.lastpass.com)
- RoboForm (www.roboform.com)
- 1Password (www.1password.com)



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