



Cheers to Cocktails for a Cause

Wind down with us Wednesday at Cocktails for a Cause. Join us at 5p.m. on August 16 at the Twilite Lounge. We can beat the heat and break the midweek monotony with a cold beverage and some great conversation.

It's also a chance to raise awareness and funds for The Ladder Alliance as we continue our work to empower survivors of domestic violence and low-income women with the tools to lead self-sufficient, successful, and independent lives.

You'll also have the opportunity to register for our biggest party of the year - Elevate! We will have discount offers on tables and tickets during the evening.

The Twilite Lounge

Ruben's Record

In the fast-paced world of modern work, every second counts. The more efficiently we can navigate our digital tools,

the more we can accomplish in a day. That's where keyboard shortcuts come in handy.

Keyboard shortcuts might seem like a small adjustment, but their impact is significant. By avoiding the constant back-and-forth between keyboard and mouse, you can maintain your focus and work more efficiently. Over time, these saved seconds add up, allowing you to accomplish more in your workday.



Let's dive into some Windows PC shortcuts that can supercharge your productivity and make you look cool in front of your boss and co-workers:

Navigating Within Documents and Browsers:

- Ctrl + C/V/X: Copy, paste, and cut text or files
- Ctrl + Z/Y: Undo and redo actions
- Ctrl + F: Find specific words or phrases in documents and web pages

Managing Files and Windows:

- Ctrl + N: Open a new document or window
- Ctrl + W: Close the current window or tab
- Alt + Tab: Switch between open applications quickly

My Favorite Shortcuts 😊:

- Ctrl + A: Select all content in a document or field
- Ctrl + S: Save your work in various applications
- Ctrl + ;: Inserts the date in excel
- Ctrl + Shift + N: Creates a new folder
- F2: Renames a file or folder
- F7: Open the spell checker EVERYWHERE
- F12: Save as

Remember, these shortcuts may vary slightly depending on the software you're using, but once you get the hang of them, they become second nature. Mastering them is a simple yet effective way to boost productivity in the digital realm. As we embrace the era of remote work and digital collaboration, these shortcuts are a valuable tool for anyone looking to work smarter, not harder.



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