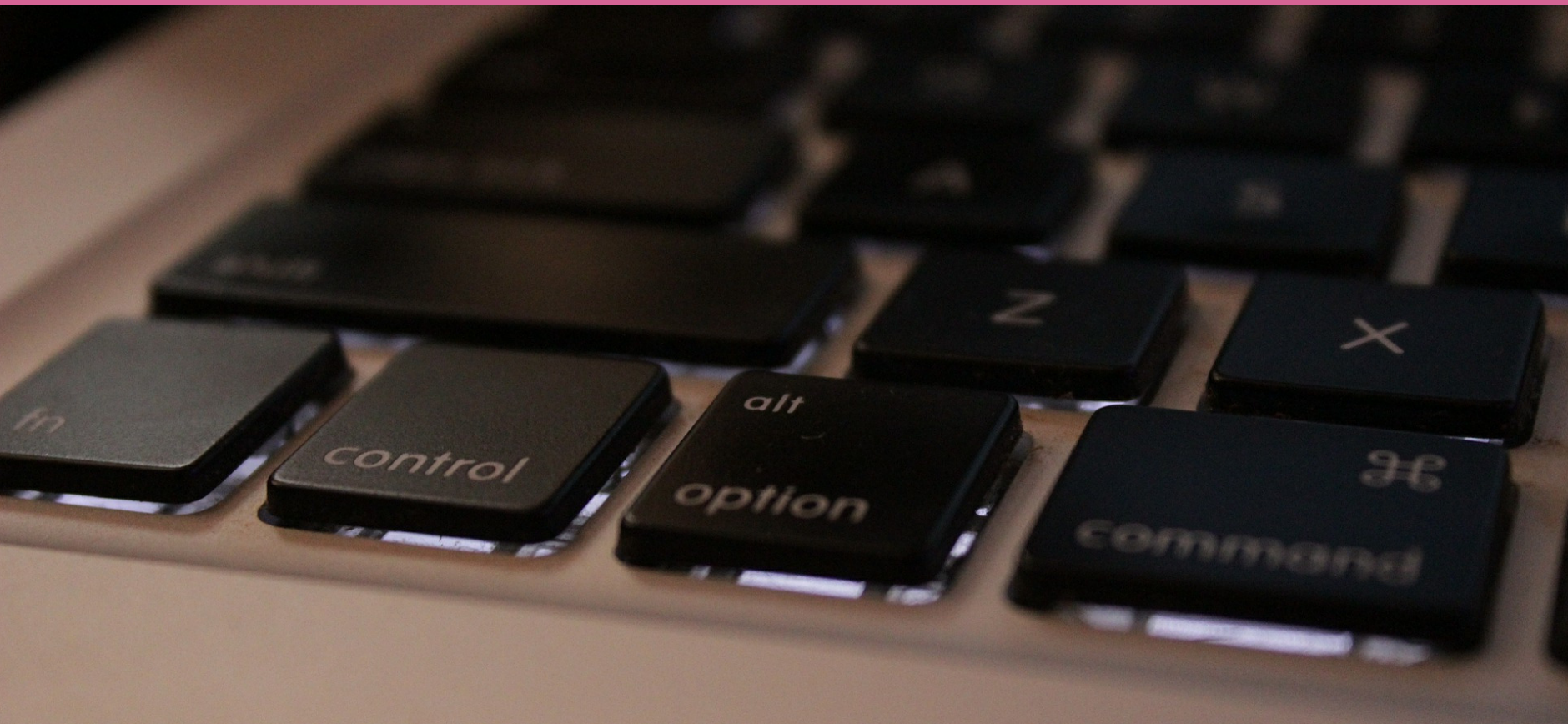


*your office hacks*

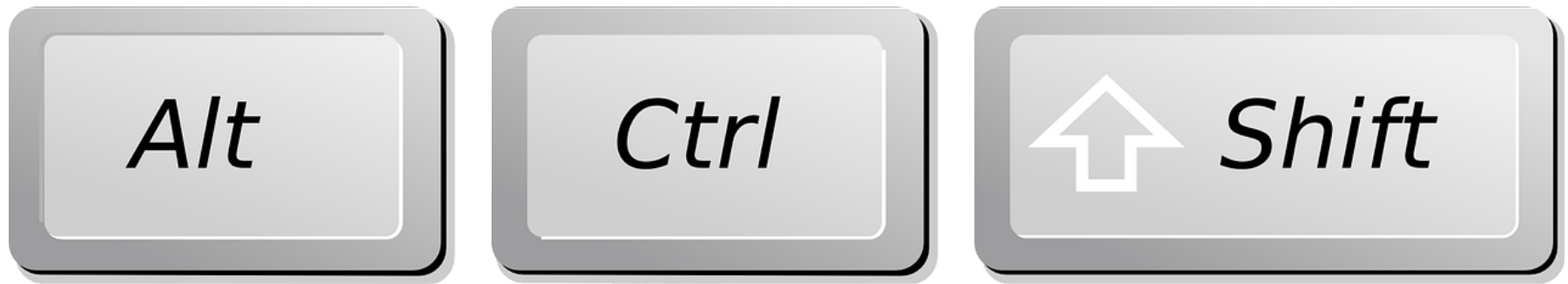
# # GENIE HACKS



[www.yourofficegenie.org](http://www.yourofficegenie.org)

## Are you making the most out of these Ctrl + Hacks ?

- When you copy something from the internet use Ctrl + Shift + V to paste it prevent the text from formatting
- When in Excel Alt + F + D + F will save your workbook (all worksheets) into a PDF and attach to an email for you to send
- Hitting Alt and then clicking on any Google image will save it straight to your computer
- Googling a Computer problem? Add the word "solved" to the search to find the solution much faster !



*Your Office Genie*

OFFICE MANAGEMENT SOLUTIONS

