

Janet's Tip #009



General Computer: Zoom Zoom Zoom all Your Programs

The next time you need to zoom in or out in a program or document – don't waste your time with the standard VIEW/ZOOM menu or tab...

With your non-mouse hand, hold down the [CTRL] key on the keyboard. While holding down the [CTRL] key – roll the WHEEL on your MOUSE forward (to zoom IN) or back towards yourself (to zoom OUT).

Quick and easy. Just like Betty Crocker.