



## Windows: Excel Users...Does Your Computer Keeps Changing Languages on You?

Sometimes you are typing along, on your laptop, and suddenly you're getting an È when you ask for quotation marks – or you get an É when you expected a ? symbol.

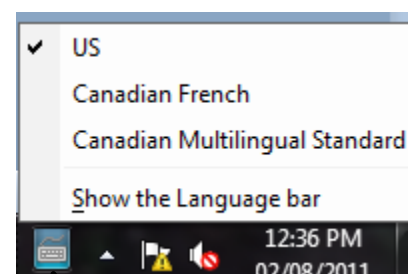
There are keyboard shortcuts – for changing the keyboard language – that accidentally get pressed...changing your keyboard language on you without you realizing it.

Try [CTRL] [SHFT] (together – at the same time). This method is the keyboard shortcut for having to grab your mouse and reach down and click on the keyboard icon (shown here) in the system tray and change the keyboard language back to US.

Why does this happen? Because sometimes you (yes, YOU) accidentally hit that same key combination yourself (maybe you meant to press the [CTRL] but were sloppy and hit the [SHFT] too) – causing the keyboard language to change.

If [CTRL][SHFT] doesn't work the first time – press them again.

Sometimes you have more than two keyboard languages setup on your laptop (as shown here – I have three keyboard setups) – so you'll have to toggle between all of them. Or...reach down with your mouse and click and choose US – but [CTRL][SHFT] is faster.



The keyboard icon down in your System Tray.