QuickStart Guide to Audacity

I-bar or insertion bar (select audio to edit)

Envelope tool (change audio levels, fade in or out)

Move tool (move audio clips)

Position playhead at start

Play from current playhead position

Stop playback

Record a new track

Pause playback

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Delete the recorded track

Mute just this track

Use the I-bar to click and drag: make a selection and press DELETE to remove unwanted parts

Use the envelope tool to make editing points and fade audio out or in