
COMMON KEYBOARD SHORTCUTS

These keyboard shortcuts are useful when working with text in word processor, email, and social media applications. They can help you perform commonly repeated tasks like copying and pasting or bolding text.

Working with Text

- Ctrl+X: Cut the selected text
- Ctrl+C: Copy the selected text
- Ctrl+V: Paste the copied or cut text
- Ctrl+A: Select all text on the page or in the active window
- Ctrl+B: Bold the selected text
- Ctrl+I: Italicize the selected text
- Ctrl+U: Underline the selected text
- Home: Skip to the beginning of the current line
- End: Skip to the end of the current line
- Ctrl+right arrow: Skip to the beginning of the next word
- Ctrl+left arrow: Skip to the beginning of the previous word
- Ctrl+Shift+right arrow: Select the next word
- Ctrl+Shift+left arrow: Select the previous word

Working with Files and Applications

- Ctrl+Alt+Delete: Quit a frozen application. This keyboard shortcut opens the Task Manager. You can then select the unresponsive application and end it.
- Alt+F4: (F4 refers to the function keys across the top of your keyboard) Quit the current application
- Delete: Send a selected file to the Recycle Bin
- Enter: Open a selected application or file
- Ctrl+N: Create a new file
- Ctrl+O: Open an existing file
- Ctrl+P: Print an open file
- Ctrl+S: Save the current file
- Ctrl+Z: Undo the previous action
- Ctrl+Y: Redo the previous action
- Ctrl+F: Find a word or phrase in the current file
- Windows key: Open the Start menu
- Alt+Tab: Switch between open windows.

Internet Shortcuts

- Ctrl+F: Find a word or phrase in the current webpage
- Ctrl+T: Open a new browser tab
- Ctrl+N: Open a new browser window
- Ctrl+R: Reload the current browser page
- Tab: Skip to the next field in a web form
- Ctrl+D: Bookmark the current page
- Ctrl+B: View bookmarks
- Ctrl+H: View browsing history
- Ctrl+J: View downloads
- Ctrl+=: (Ctrl+equal key) Zoom in
- Ctrl+-: (Ctrl+dash key) Zoom out
- Home: Scroll to the top of the webpage