

Keyboard Shortcuts

Have you ever wondered what the “ctrl” key on your keyboard is for? It is used to make navigating and using your computer easier! This is done with keyboard shortcuts.

General

- Windows key + M Minimize all windows
- Alt + Tab Switch windows
- Ctrl + Alt + Del Open screen to open Task Manager, switch user, or sign out
- Windows key + prt sc Take a screenshot
- Ctrl + C Copy selected image or text
- Ctrl + V Paste the last copied item
- Ctrl + X Delete and Copy (Cut) the selected item

Document Editors (Word, Google Docs)

- Ctrl + A Select all (everything in the document)
- Ctrl + Z Undo last action
- Ctrl + Y Redo
- Ctrl + S Save
- Ctrl + B Bolds the highlighted text or continue to type in boldface
- Ctrl + I Italicizes the highlighted text or continue to type in italics
- Ctrl + U Underlines the highlighted text or continue to type with an underline

Browser

- Ctrl + F Find on page (a search bar pops up where you can enter text and locate where the text is on the page, this can also be done in many other applications)
- Ctrl + R Refresh the page
- Ctrl + L Highlight the website’s URL
- Ctrl + + Zoom in
- Ctrl + - Zoom out
- Ctrl + D Bookmark a page
- Ctrl + T Open a new tab
- Ctrl + Shift + T Open a recently closed tab
- Ctrl + W Close tab
- Ctrl + tab Go to text tab