

Keyboard Shortcut Keys for Windows Computer

- Ctrl+C and Ctrl+Insert: copy the selected items
- Ctrl+X: cut the selected items
- Ctrl+V and Shift+Insert: paste the items that are in the clipboard
- Ctrl+Z: undo any change
- Ctrl+Y: redo the last action
- Ctrl+F: open the search window
- Ctrl+N: create a new or a blank document in some programs
- Ctrl+O: open a file in the current program
- Ctrl+A: select all text
- Ctrl+B: make the selected text be Bold
- Ctrl+I: make the selected text be Italics
- Ctrl+U: make the selected text be Underlined
- Ctrl+K: insert a hyperlink for selected text
- Ctrl+Home: move to the beginning of the current document
- Home: move to the beginning of the current line
- Ctrl+End: move to the end of the current document
- End: move the end of the current line
- Alt+Tab: switch between the open programs
- Ctrl+Tab: switch tabs in a program
- Shift+Alt+Tab and Shift+Ctrl+Tab: move backward
- Windows+Tab: switch through open programs in a full window screenshot (only in Window Vista,7,8, and 10)
- Ctrl+Backspace: delete a full word at a time instead of a single character
- Ctrl+left or right arrow: move the cursor one word at a time instead of a single character

- Ctrl+Shift+left or right arrow: select one word at a time in that direction
- Ctrl+S: save a document or a file
- Ctrl+Home: move the cursor to the beginning of the document or web pages
- Ctrl+End: move the cursor the end of a document or web pages
- Ctrl+P: open the print preview of a page or a document
- PageUp or PageDown: move the next or previous page
- Spacebar: move the scrollbar down a page in browsing the Internet
- Shift+Spacebar: move the scrollbar up to a page in browsing the Internet
- Alt+F: open the file menu options in current program
- Alt+E: open the edit options in the current program
- F1: open Help in a window program
- F2: rename a selected file
- F5: refresh the current program
- Shift+Del: cut the selected item
- Shift+Home: highlight from the current position to the beginning of the line
- Shift+End: highlight from the current position to the end of the line
- Ctrl+Esc: open the START menu
- Ctrl+Shift+Esc: open Windows Task Manager
- Alt+F4: close the current acting program
- Alt+Enter: open the Properties of the selected file, folder, shortcut, etc.

Keyboard Shortcut Keys for Apple Computer

- Command (Cmd)+C: copy the highlighted text
- Cmd+X: cut the highlighted text
- Cmd+V: paste the items that are in the clipboard
- Cmd+Z: undo any change
- Cmd+Y: redo the undo
- Cmd+F: open the search window
- Cmd+Tab: switch between open programs
- Cmd+S: save a file or a document
- Cmd+up arrow: move to the beginning of a document or web pages
- Cmd+down arrow: move to the end of a document or web pages
- Cmd+P: open the print preview