

## Windows shortcut keys

Common to most applications

Control key = Ctrl    Win key = 

Ctrl + C = Copy selected item

Ctrl + V = Paste

 + P = Paste options

Ctrl + X = Cut selected item

Ctrl + Z = Undo the last action

Ctrl + Y = Redo the action

Ctrl + A = Select all text

Ctrl + S = Save current document

Ctrl + P = Print the current document

Ctrl + F = Open the find box to search text

Ctrl + B = Make text **bold**

Ctrl + U = Underline text

Ctrl + I = *Italicize* text



Alt + Tab = Switch between open applications

Alt + F4 = Close or exit the active item or app


 + H = Dictate into a text box

## Apple (macOS) shortcut keys

Common to most applications

Command key =     Shift = 

 + C = Copy selected item

 + V = Paste

 + Opt +  + P = Paste options

 + X = Cut selected item

 + Z = Undo the last action

 +  + Y = Redo the action

 + A = Select all text

 + S = Save current document

 + P = Print the current document

 + F = Open the find box to search text


 + B = Make text **bold**

 + U = Underline text

 + I = *Italicize* text

 + Tab = Switch between open applications

 + W = Close or exit the active item or app

 or tap Fn key twice = Dictate into a text box