# Basics (Work Everywhere)

Windows

* **Ctrl + C** = Copy
* **Ctrl + X** = Cut
* **Ctrl + V** = Paste
* **Ctrl + Z** = Undo
* **Ctrl + Y** = Redo
* **Ctrl + A** = Select all
* **Ctrl + S** = Save
* **Ctrl + P** = Print
* **Ctrl + F** = Find

# Window & Desktop

* **Alt + Tab** = Switch between open apps
* **Win + D** = Show desktop
* **Win + ↑** / ↓ / ← / → = Snap windows (maximize, minimize, side-by-side)
* **Win + L** = Lock your computer
* **Win + E** = Open File Explorer

# Screenshots & Snipping

* **PrtScn** = Screenshot (or snipping overlay if enabled in settings)
* **Alt + PrtScn** = Screenshot active window
* **Win + PrtScn** = Save full screen to Pictures > Screenshots
* **Win + Shift + S** = Snipping overlay (select area, freeform, window, or full screen)

# File Management

* **Ctrl + Shift + N** = New folder
* **F2** = Rename file/folder
* **Alt + Enter** = File/folder properties
* **Alt + ↑** = Go up one folder level

# Browsers (Chrome, Edge, Firefox, etc.)

* **Ctrl + T** = New tab
* **Ctrl + W** = Close tab
* **Ctrl + Shift + T** = Reopen closed tab
* **Ctrl + Tab / Ctrl + Shift + Tab** = Switch between tabs
* **Ctrl + L** = Focus address bar

# Email & Communication (Outlook, Gmail, Teams, Slack)

* **Ctrl + R** = Reply
* **Ctrl + Shift + R** = Reply all
* **Ctrl + F** = Forward
* **Ctrl + N** = New email/message
* **Ctrl + Enter** = Send email (Outlook, Gmail)
* **Ctrl + K** = Insert hyperlink
* **Ctrl + /** = Show shortcuts help (works in Gmail, Teams, Slack)

# Basics (Work Everywhere)

Mac

* **Cmd + C** = Copy
* **Cmd + X** = Cut
* **Cmd + V** = Paste
* **Cmd + Z** = Undo
* **Cmd + Shift + Z** = Redo
* **Cmd + A** = Select all
* **Cmd + S** = Save
* **Cmd + P** = Print
* **Cmd + F** = Find

# Window & Desktop

* **Cmd + Tab** = Switch open app
* **Cmd + H** = Hide active window
* **Cmd + M** = Minimize active window
* **Cmd + Option + M** = Minimize all windows
* **Cmd + Q** = Quit app
* **Cmd + Space** = Spotlight search
* **Ctrl + ↑** = Mission Control (all windows)
* **Ctrl + ↓** = App Exposé (windows of current app)

# Screenshots & Snipping

* **Cmd + Shift + 3** = Screenshot entire screen
* **Cmd + Shift + 4** = Select area to screenshot
* **Cmd + Shift + 5** = Screenshot toolbar
* **Cmd + Shift + 6** = Capture Touch Bar (if present)
* **Ctrl + (with any above)** = Copy screenshot to clipboard instead of saving

# File Management

* **Cmd + N** = New Finder window
* **Cmd + Shift + N** = New folder
* **Return** = Rename selected file/folder
* **Cmd + Delete** = Move to Trash
* **Cmd + Shift + Delete** = Empty Trash
* **Cmd + I** = File info

# Browsers (Safari, Chrome, Firefox, etc.)

* **Cmd + T** = New tab
* **Cmd + W** = Close tab
* **Cmd + Shift + T** = Reopen closed tab
* **Cmd + Option + → / ←** = Switch tabs
* **Cmd + L** = Focus address bar
* **Cmd + R** = Reload page
* **Cmd + D** = Bookmark page
* **Cmd + F** = Find on page

# Email & Communication (Mail, Gmail, Teams, Slack)

* **Cmd + R** = Reply
* **Cmd + Shift + R** = Reply all
* **Cmd + F** = Forward
* **Cmd + N** = New email/message
* **Cmd + Enter** = Send email (Mail/Gmail)
* **Cmd + K** = Insert hyperlink
* **Cmd + /** = Show shortcuts help (Gmail/Teams/Slack)