

8 - keyboard shortcut:

* Ctrl + Z -- undo
* Ctrl + Y -- updo
* Ctrl + C -- copy
* Ctrl + X -- cut (it’s used to move something)
* Ctrl + V -- paste
* Ctrl + A -- All select
* Ctrl + F -- to find something
* Ctrl + T -- new tab open
* Ctrl + W -- tab close
* Ctrl + tab -- go to the previous tab
* Alt + tab -- show all tabs as options and click the ‘tab’ to change the option
* Ctrl + Alt + tab -- I can choose an option by clicking
* Ctrl + windows + O -- On-screen keyboard, for double click it will disappear.
* Ctrl + K -- URL bar
* Windows + V -- clipboard
* Windows + prt sc -- screenshot whole screen
* Prt sc -- selective screenshot