

# Top 10 keyboard shortcuts everyone should know

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Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused. For example, to copy text, you can **highlight** text and press the **Ctrl+C** shortcut. The shortcut is faster than moving your hands from the keyboard, highlighting with the mouse, choosing copy from the file menu, and then returning to the keyboard.

Below are the top 10 keyboard shortcuts we recommend everyone memorize and use.

## Ctrl+C or Ctrl+Insert and Ctrl+X

Both **Ctrl+C** and **Ctrl+Insert** will copy **highlighted** text or a selected item. If you want to **cut** an item instead of copying it, press **Ctrl+X**. This action removes the text or item and stores it in the **clipboard** for you, rather than **copying** it to the clipboard while leaving the original behind.

**Apple** computer users can substitute the Ctrl key for the **command** (**cmd**) key on their computers. For example, pressing **Cmd+C** copies highlighted text.

# Ctrl+V or Shift+Insert

Both the **Ctrl+V** and **Shift+Insert** will **paste** the text or object that's stored in the **clipboard**.

On Apple computers, use **Cmd+V** instead.

## Practice

Cut or copy this text

Use the above text input fields to highlight the "Cut or copy this text" text and press either **Ctrl+C** to copy or **Ctrl+X** to cut the text. Once cut, move to the next field and press Ctrl+V or Shift+Insert to paste the text. For further demonstration, visit the following link.

# Ctrl+Z and Ctrl+Y

Pressing **Ctrl+Z** will **undo** any change. For example, if you cut text, pressing this key combination will undo the cut. These shortcuts can also be pressed multiple times to undo or redo multiple changes.

Pressing **Ctrl+Y** would **redo** the undo.

On Apple computers, use **Cmd+Z** and **Cmd+Y** to undo and redo.

Cut text and then undo

Use the above text input field to highlight some or all the text and then press **Ctrl+X** to cut the text. Once the text has disappeared, press the **Ctrl+Z** to undo the cut.

If you did the first example as well (cut and paste text) and you continue to press **Ctrl+Z**, it is also going to undo that change.

## Ctrl+F and Ctrl+G

Pressing **Ctrl+F** opens the **Find** field, which allows you to search the text currently displayed in any program that supports it. For example, Ctrl+F can be used in your Internet **browser** to find text on the current page. Press Ctrl+F now to open the Find in your browser and search for "shortcut" to display each time shortcut is mentioned on this page.

On Apple computers, use **Cmd+F** to find.

**Ctrl+G** may be used to repeat a search (from using Ctrl+F) in a document or on a web page.

# Alt+Tab or Ctrl+Tab

Pressing **Alt+Tab** switches between open programs moving forward.

For example, if you have your browser window open and other programs running in the background press and hold Alt and then press the Tab key to cycle through each open program.

On Apple computers, instead of using the Alt key use the Command (Cmd) key. For example, **Cmd+Tab** to switch between open programs.

Press **Ctrl+Tab** to switch between **tabs** in a program. For example, if you have multiple tabs open in your Internet browser, press Ctrl+Tab to switch between them.

Adding the **Shift key** to Alt+Tab or Ctrl+Tab moves backward. For example, if you are pressing Alt+Tab and pass the program you want to use, press **Alt+Shift+Tab** to move back to that program.

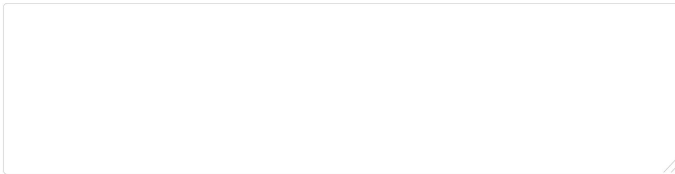
Windows Vista, 7, 8, and 10 users can also press the **Windows Key+Tab** to switch through open programs in a full screenshot of the window.

# Ctrl+Backspace and Ctrl+Left or Right arrow

The following shortcuts are for PC users only and do not work on Apple computers.

Pressing **Ctrl+Backspace** deletes a full word at a time instead of a single character.

Holding down the **Ctrl key** while pressing the **left or right arrow** moves the cursor one word at a time instead of one character at a time. If you want to highlight one word at a time, hold down **Ctrl+Shift**, then press the **left or right arrow** key. Your highlighted selection moves one word at a time in that direction.



## Ctrl+S

While working on a **document** or another file in almost every program, pressing **Ctrl+S** **saves** that file. Use this shortcut key frequently if you're

working on anything important in case of an error, lost power, or any other issues that causes you to lose any work since the last save.

On Apple computers, use **Cmd+S** to save a file.

## Ctrl+Home or Ctrl+End

**Ctrl+Home** moves the cursor to the beginning of the document, and **Ctrl+End** moves the cursor to the end of a document. These shortcuts work with most documents, as well as web pages.

On Apple computers, use the **Cmd + up arrow** to get to the beginning or **Cmd + down arrow** to get to the end of a document or text.

## Ctrl+P

Control+P is used to open a **print** preview of the page or document currently being viewed. For example, press **Ctrl+P** now to view a print preview of this page.

On Apple computers, use **Cmd+P** to open the print preview.

## Page Up, Spacebar, and Page Down

As you may have guessed, pressing either the **page up** or **page down** key moves to the next or previous page. When browsing the Internet, pressing the **spacebar** moves the **scrollbar** down a page. Similarly, Shift+spacebar moves the scrollbar up one page.