

🔥🔥 HOT KEYS 🔥🔥

Knowing how to use keyboard shortcuts can seriously speed up your work on any computer.

Mostly Everywhere

- CTRL

+

'A'

= Select All
- CTRL

+

'C'

= Copy
- CTRL

+

'X'

= Cut
- CTRL

+

'V'

= Paste
- CTRL

+

SHIFT

+

'V'

= Paste as plain text
- CTRL

+

'Z'

= Undo
- CTRL

+

'Y'

= Redo
- CTRL

+

'S'

= Save
- CTRL

+

'P'

= Print
- CTRL

+

'F'

= Find among text
- CTRL

+

'H'

= Find and Replace

Text Selection

- The cursor for text is called a 'caret' below, since that is the proper name for the blinking vertical line.
- HOME

= Jump caret to start of line
- END

= Jump caret to end of line
- BACKSPACE

= Remove 'char's *left* of caret
- DELETE

= Remove 'char's *right* of caret
- SHIFT

+

any arrow

= Select from caret
- CTRL

+

any arrow

= Jump caret to next word
- left click

+

left click

= Select whole word
- left click

+

left click

+

left click

= Select whole line
- CTRL

+

SHIFT

+

any arrow

= Jump caret by word, while selecting
- ALT

+

SHIFT

+

up/dn arrow

= Move line of text up or down

Chromebooks

- Q

+

'V'

= Open clipboard menu
- Q

+

'L'

= Lock your screen
- CTRL

+

SHIFT

+

'Q'

+


'Q'

= Sign Out
- CTRL

+

SHIFT

+



= Screenshot or screen recording
- Q

+

SHIFT

+

SPACE

= Emojis and symbols menu
- CTRL


+

SHIFT

+


ALT

+




= Barrel-roll your screen
- ESC

+



+



= Recovery mode
- CTRL


+

Q


+

ESC


= Chromebook Diagnostics
- Hold:



+



+



for 10+ seconds = Hard reset
- CTRL

+

ALT

+

'/'

= Check all keyboard shortcuts

Browsers/ Chrome

- SPACE

= move/scroll down the page
- SPACE

+

SHIFT

= move/scroll up the page
- SHIFT

+

ALT

+

'B'

= highlight bookmarks bar
- CTRL

+

'R'

= Refresh page (local, from cache)
- CTRL

+

SHIFT

+

'R'

= Refresh from server (new request to web server)
- CTRL

+

'T'

= Open a new Tab
- CTRL

+

SHIFT

+

'T'

= Reopen the last browser tab closed
- CTRL

+

'J'

= Downloads page
- CTRL

+

'H'

= Tab history
- CTRL

+

'L'

= Highlights URL
- CTRL

+

TAB

= Move to next/ right browser tab
- CTRL

+

TAB

+

SHIFT

= Move to previous/ left browser tab
- CTRL


+

num 1-8

= Jump to specific browser tab in number-order
- CTRL

+


num 9

= Move to the rightmost browser tab, no matter how many tabs
- 

'on a link'

= Open in new tab
- Hold:

CTRL



'on a link'

= Open in new tab, in the background

Window Navigation

- CTRL

+

'N'

= New
- CTRL

+

'O'

= Open
- CTRL

+

'W'

= Close
- CTRL

+

'Q'

= Quit
- ALT

+

TAB

= Switch to previous window
- Hold:

ALT

+

TAB

= Window switcher
- ALT

+

F4

= close current program (Windows)
- CTRL

+

ALT

+

DELETE

= Task Manager (Windows)

Code Editors

- CTRL

+

'/'

= Comment out for line with caret, or all highlighted text
- CTRL

+

SHIFT

+

'/'

= Un-comment for line with caret, or all highlighted text
- CTRL

+

'J'


= Add tab for line with caret, or all highlighted text
- CTRL

+

'I'


= Remove tab for line with caret, or all highlighted text
- ALT

+



= Move line down
- ALT


+



= Move line up
- Hold:

ATL

+



= Place multiple carets for parallel editing [in VS Code]

Accessibility

- ALT

= Focus on window menu
- CTRL

+

'_'

= Zoom out (Browsers and more)
- CTRL

+

'+'

= Zoom in (Browsers and more)
- CTRL

+

'0'

= Reset zoom (Chrome)
- CTRL

+

Q

+

H

= Invert colors (Chromebook)
- L ALT

+

L SHIFT

+

PRINT SCREEN

= High Contrast (Windows)
- SHIFT

+

ALT

+


'L'

= Highlight Launcher (Chromebook)
- CTRL

+

SHIFT

+



= Rotates screen 90 degrees clockwise (Chromebook)
- CTRL

+

SHIFT

+

'Y'

= Dictionary lookup (Chromebook)
- CTRL

+

ALT

+

'Z'

= ChromeVox screen reader (Chromebook)
- CTRL

+

Q

+

'M'

= Magnify whole screen (Chromebook)
- CTRL

+

Q

+

'D'

= Magnify part of your screen (Chromebook)
- CTRL

+

ALT

+

any arrow

= move around in magnifier mode (Chromebook)
- CTRL

+

SHIFT

+

SPACE


= Switch keyboard languages (Chromebook)
- CTRL

+

SPACE

= Switch to previous keyboard language (Chromebook)

[!NOTE] Hotkeys can vary with operating systems & software.

 on Mac is equal to CTRL for most of the commands shown.

Created by Mr. Rice & Mason High School Computer Science students, 2024

More hotkeys: [Keyboard Shortcuts](#) [Chrome Keyboard Shortcuts](#) [Chromebook Keyboard Shortcuts](#) [Mac Keyboard Shortcuts](#)