

# 🔥 🔥 HOT KEYS 🔥 🔥

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







Mostly Everywhere
<div>CTRL + 'A' = Select All</div>
<div>CTRL + 'C' = Copy</div>
<div>CTRL + 'X' = Cut</div>
<div>CTRL + 'V' = Paste</div>
<div>CTRL + SHIFT + 'V' = Paste as plain text</div>
<div>CTRL + 'Z' = Undo</div>
<div>CTRL + 'Y' = Redo</div>
<div>CTRL + 'S' = Save</div>
<div>CTRL + 'P' = Print</div>
<div>CTRL + 'F' = Find among text</div>
<div>CTRL + 'H' = Find and Replace</div>


Browsers/ Chrome
<div>SPACE = move/scroll down the page</div>
<div>SPACE + SHIFT = move/scroll up the page</div>
<div>SHIFT + ALT + 'B' = highlight bookmarks bar</div>
<div>CTRL + 'R' = Refresh page (local, from cache)</div>
<div>CTRL + SHIFT + 'R' = Refresh from server (new request to web server)</div>
<div>CTRL + 'T' = Open a new Tab</div>
<div>CTRL + SHIFT + 'T' = Reopen the last browser tab closed</div>
<div>CTRL + 'J' = Downloads page</div>
<div>CTRL + 'H' = Tab history</div>
<div>CTRL + 'L' = Highlights URL</div>
<div>CTRL + TAB = Move to next/ right browser tab</div>
<div>CTRL + TAB + SHIFT = Move to previous/ left browser tab</div>
<div>CTRL + num 1-8 = Jump to specific browser tab in number-order</div>
<div>CTRL + num 9 = Move to the rightmost browser tab, no matter how many tabs</div>
<div>middle click 'on a link' = Open in and switch to new tab</div>
<div>Hold: CTRL + left click 'on a link' = Open in new tab, in the background</div>

Text Selection
<div>The typing cursor is called a 'caret' below.</div>
<div>HOME = Jump caret to start of line</div>
<div>END = Jump caret to end of line</div>
<div>BACKSPACE = Remove 'char's <i>left</i> of caret</div>
<div>DELETE = Remove 'char's <i>right</i> of caret</div>
<div>SHIFT + any arrow = Select from caret</div>
<div>CTRL + any arrow = Jump caret to next word</div>
<div>left click + left click = Select whole word</div>
<div>left click + left click + left click = Select whole line</div>
<div>CTRL + SHIFT + any arrow = Jump caret by word, while selecting</div>
<div>ALT + SHIFT + up/dn arrow = Move line of text</div>

Window Navigation
<div>CTRL + 'N' = New</div>
<div>CTRL + 'O' = Open</div>
<div>CTRL + 'W' = Close</div>
<div>CTRL + 'Q' = Quit</div>
<div>ALT + TAB = Switch to previous window</div>
<div>Hold: ALT + TAB = Window switcher</div>
<div>ALT + F4 = close current program (Windows)</div>
<div>CTRL + ALT + DELETE = Task Manager (Windows)</div>

Code Editors
<div>CTRL + '/' = Comment out for line with caret, or all highlighted text</div>
<div>CTRL + SHIFT + '/' = Un-comment for line with caret, or all highlighted text</div>
<div>CTRL + ']' = Add tab for line with caret, or all highlighted text</div>
<div>CTRL + '[' = Remove tab for line with caret, or all highlighted text</div>
<div>ALT + ↓ = Move line down</div>
<div>ALT + ↑ = Move line up</div>
<div>Hold: ATL + left click = Place multiple carets for parallel editing [in VS Code]</div>

Chromebooks
<div>Q + 'V' = Open clipboard menu</div>
<div>Q + 'L' = Lock your screen</div>
<div>CTRL + SHIFT + 'Q' + 'Q' = Sign Out</div>
<div>CTRL + SHIFT +  = Screenshot or screen recording</div>
<div>Q + SHIFT + SPACE = Emojis and symbols menu</div>
<div>CTRL + SHIFT + ALT +  = Barrel-roll your screen</div>
<div>ESC +  +  = Recovery mode</div>
<div>CTRL + Q + ESC = Chromebook Diagnostics</div>
<div>Hold: ← +  +  for 10+ seconds = Hard reset</div>
<div>CTRL + ALT + '/' = Check all keyboard shortcuts</div>

Accessibility
<div>ALT = Focus on window menu</div>
<div>CTRL + '-' = Zoom out (Browsers and more)</div>
<div>CTRL + '+' = Zoom in (Browsers and more)</div>
<div>CTRL + '0' = Reset zoom (Chrome)</div>
<div>CTRL + Q + H = Invert colors (Chromebook)</div>
<div>L ALT + L SHIFT + PRINT SCREEN = High Contrast (Windows)</div>
<div>SHIFT + ALT + 'L' = Highlight Launcher (Chromebook)</div>
<div>CTRL + SHIFT +  = Rotates screen 90 degrees clockwise (Chromebook)</div>
<div>CTRL + SHIFT + 'Y' = Dictionary lookup (Chromebook)</div>
<div>CTRL + ALT + 'Z' = ChromeVox screen reader (Chromebook)</div>
<div>CTRL + Q + 'M' = Magnify whole screen (Chromebook)</div>
<div>CTRL + Q + 'D' = Magnify part of your screen (Chromebook)</div>
<div>CTRL + ALT + any arrow = move around in magnifier mode (Chromebook)</div>
<div>CTRL + SHIFT + SPACE = Switch keyboard languages (Chromebook)</div>
<div>CTRL + SPACE = Switch to previous keyboard language (Chromebook)</div>

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

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