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

Mostly Everywhere	Text Selection	Chromebooks
<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>	<p>The cursor for text is called a 'caret' below, since that is the proper name for the blinking vertical line.</p> <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 + <div>any arrow</div> = Select from caret</div> <div>CTRL + <div>any arrow</div> = 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 + <div>any arrow</div> = Jump caret by word, while selecting</div> <div>ALT + SHIFT + <div>up/dn arrow</div> = Move line of text up or down</div>	<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>
Browsers/ Chrome	Window Navigation	Accessibility
<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 + <div>num 1-8</div> = Jump to specific browser tab in number-order</div> <div>CTRL + <div>num 9</div> = Move to the rightmost browser tab, no matter how many tabs</div> <div> 'on a link' = Open in and switch to new tab</div> <div>Hold: CTRL  'on a link' = Open in new tab, in the background</div>	<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> <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 +  = Place multiple carets for parallel editing [in VS Code]</div>	<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 + <div>any arrow</div> = 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>

[!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](#)



