SHORT CUT KEYS FOR UBUNTU

Desktop shortcuts

This section lists common keyboard shortcuts which you can use to operate parts of the desktop (such as windows and the menu bar).

Alt + F1	Open the *Applications* menu
Alt + F2	Run an application by typing its name in the box which appears
Prt Sc	(Print Screen) Take a screenshot of the whole screen
Alt + Prt Sc	Take a screenshot of the current window
Shift + Prt Sc	Take a screenshot of a selected rectangle on the screen

These might change depending on the application you're using, but work for most common applications:

Alt+F5	Returns window to 'normal' or previous size.
Alt+F4	Closes window.

Desktop Effects enabled shortcuts

All of the shortcuts listed in this section require <u>Desktop Effects</u> to be enabled.

Ctrl + Alt + Left/Right Cursor	Spins the 'cube' that your workspaces reside on, allowing you to select the workspace you wish to use.
Ctrl + Alt +	Enables an 'expose' like feature that presents you with all the windows

SHORT CUT KEYS FOR UBUNTU

Up Cursor	you currently have open, allowing you to select the one you wish to give focus to.
Ctrl + Alt + Down Cursor	Unfolds your workspace cube allowing you to see more than one of your workspaces at once, using the left and right cursor keys with this active will allow you to select the workspace you wish to use.
Ctrl + Alt + Tab	Switch between currently-open windows across all workspaces.
Super + W	Enables the 'scale' effect, it shows all windows from the current workspace.
Super + A	Enables the 'scale' effect, it shows all windows from all workspaces.
Super + N	Invert colours of the focused window.
Super + M	Invert colours for the whole screen.
Super + Mouse Scroll Wheel	Zooms in on the screen.
Super + Middle Mouse Button	Select a region to zoom into, using a rectangle.
Ctrl + Super + D	Toggles 'Show Desktop'.
Alt + Middle Mouse Button	Resize focused window.
Alt + Left Mouse Button	Move focused window.
Alt + Right Mouse Button	Show window menu.

Super + S	Zoom out, show workspace switcher

Common application shortcuts

These shortcuts do not apply in all applications, but usually perform the functions listed below.

Ctrl + C	Copy the selected text/object
Ctrl + X	Cut the selected text/object
Ctrl + V	Paste/insert the selected text/object
Ctrl + A	Select all text
Ctrl + B	Make the selected text bold
Ctrl + I	Make the selected text italic
Ctrl + U	Underline the selected text
Ctrl + N	Open a new document or window
Ctrl + S	Save the current document
Ctrl + O	Open another document
Ctrl + P	Print the current document
Ctrl + Z	Undo the last change you made
Ctrl + Shift + Z	Redo a change that you just undid

System shortcuts

Some of these shortcuts will restart important parts of your system. Only use them if you have to.

Ctrl + Alt + Delete	Restart the computer immediately, without saving open files
Ctrl + Alt + Plus (numeric keypad)	Rotate through supported screen resolutions

Ctrl + Alt + Minus (numeric keypad)	Rotate backwards through supported screen resolutions

A list of [low-level keyboard shortcuts](#) is available on Wikipedia.

Application-specific shortcuts

This section covers common keyboard shortcuts for some important applications which are installed by default in Ubuntu.

Firefox Web Browser

Ctrl + T	Open a new tab
Ctrl + Tab	Rotate through each tab
Ctrl + Shift + Tab	Rotate backwards through each tab
Ctrl + W	Close the current tab (or browser if on last tab)
Ctrl + L	Enter a new web address
Ctrl + B	Show a list of your bookmarks
Ctrl + H	Show your browsing history
Ctrl + K	Enter a new web search in the search bar
Ctrl + Y	Show a list of downloaded files
F11	Display the current page full-screen
Esc	Stop loading the current page
Ctrl + R	Reload the current page

These might not work for everyone, but can help with accessibility issues:

Alt Gr+Space Scrolls current tab/window down.

Alt Gr+Backspace Scrolls current tab/window up. You may find **Alt Gr+Shift+Space** works if Alt Gr+Backspace does not.

SHORT CUT KEYS FOR UBUNTU

If you don't have Alt Gr, it might be labelled something else. It's usually to the right of the space bar.

See [Mozilla Support](#) for a full list of keyboard shortcuts in Firefox.

LibreOffice Writer

F7	Check the spelling of the current document
Ctrl + F	Find and replace words
Ctrl + Z	Undo the last change
Ctrl + Y	Redo a change which you just undid
Ctrl + L	Align the current paragraph/selection to the left
Ctrl + E	Align the current paragraph/selection to the center of the document
Ctrl + R	Align the current paragraph/selection to the right
Ctrl + Shift + J	Show the current document full-screen

Press **Tools ► Customize… ► Keyboard** to change keyboard shortcuts in LibreOffice.