# **Essential Keyboard Shortcuts**

# Navigation:

- 1. Select All: Ctrl-A, Copy: Ctrl-C, Cut: Ctrl-X, Paste: Ctrl-V
- 2. Undo: Ctrl-Z
- 3. Redo: Ctrl-Y
- 4. Jump to beginning/end of line: Home, End
- 5. Jump to beginning of page: Ctrl-Home
- 6. Jump to end of page: Ctrl-End
- 7. Move cursor a word to the right: Ctrl-Right Arrow
- 8. Move cursor a word to the left: Ctrl-Left Arrow
- 9. Ctrl-Up Arrow: Scrolls the screen up
- 10. Ctrl-Down Arrow: Scrolls the screen down

#### Selection:

- 11. Select a block of text: Shift-Up Arrow, Shift-Down Arrow, Shift-Left Click, Shift-PgUp, Shift-PgDn
- 12. Indent a block of text: Highlight text, press Tab
- 13. Unindent a selected block of text: Highlight text, press Shift-Tab
- 14. Select line/part of line: Shift-Home, Shift-End
- 15. Select from cursor to beginning of code: Ctrl-Shift-Home
- 16. Select from cursor to end of code: Ctrl-Shift-End
- 17. Select by word: Ctrl-Shift-Left Arrow, Ctrl-Shift-Right Arrow

## Deleting:

- 18. Delete by word from the right: Ctrl-Del
- 19. Delete by word to the left: Ctrl-Backspace

## Window Docking:

- 20. Dock window Right: Win-Right Arrow
- 21. Dock window Left: Win-Left Arrow
- 22. Maximize window: Win-Up Arrow
- 23. Minimize Window: Win-Down Arrow
- 24. Resize docked windows: Move divider with mouse