# Comando

Criar uma nova pasta de trabalho

Abrir pasta de trabalho

Salvar pasta de trabalho

Fechar pasta de trabalho

Desfazer

Refazer

Copiar

Cortar

Colar

Colar apenas valores

Localizar

Localizar e substituir

Inserir link

Negrito

# Chromebook

Control + N

Control + O

Control + S

Control + W

Control + Z

Control + Y

Control + C

Control + X

Control + V

Control + Shift + V

Control + Shift + F

Control + H

Control + K

Control + B

**PC**

Control + N

Control + O

Control + S

Control + W

Control + Z

Control + Y

Control + C

Control + X

Control + V

Control + Shift + V

Control + F

Control + H Control + K

Control + B

**Mac**

Command + N

Command + O

Command + S

Command + W

Command + Z

Command + Y

Command + C

Command + X

Command + V

Command + Shift + V

Command + F

Command + Shift + F

Command + K

Command + B