# Critical Keystrokes

These will improve your quality of life. Honest.

Hold down the special key, and tap the regular key. For example: when making a capital A you hold down shift and tap a. (On a Mac it's the command key instead of ctrl.)

ctrl+s - save - (ctrl is the special key, s is the regular key)

ctrl+z - undo

ctrl+x - cut

ctrl+c - copy

ctrl+v - paste

ctrl+p - print

ctrl+a - select all

ctrl+o - open

ctrl+n - new

ctrl+f - find

ctrl+h - replace

alt+tab - switch active application

f5 - refresh (the function 5 key at the top of the keyboard)

ctrl+f5 - force refresh

ctrl+alt+del - options include start task list/manager, and most of stuff on start button

ctrl+w - close active window

alt+f4 - kill current program (command+q for mac folks)

ctrl+enter - page break

shift+enter - soft return

enter - hard return

alt+PrtScn - screen capture (active window/dialog box only), then paste to see picture

PrtScn - screen capture of whole desktop, then paste to see picture