

# Typing Fundamentals

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# Mac OS X Keyboard Shortcuts

\* The + symbol denotes that the keys must be pressed simultaneously - does not mean press the + key except for the "Zoom In" action.

<b>command + p</b>	Print
<b>command + s</b>	Save
<b>command + n</b>	New window (finder, browser, etc.)
<b>command + m</b>	Minimize window
<b>command + w</b>	Close tab / finder window
<b>command + shift + w</b>	Close browser window
<b>command + r</b>	Refresh webpage
<b>command + t</b>	Open new tab (when in browser)
<b>command + a</b>	Select all
<b>command + c</b>	Copy
<b>command + x</b>	Cut
<b>command + v</b>	Paste
<b>command + q</b>	Quit application
<b>command + z</b>	Undo last action
<b>command + u</b>	Underline text
<b>command + b</b>	Bold text
<b>command + i</b>	Italicize text
<b>command + +</b>	Zoom in
<b>command + -</b>	Zoom out
<b>command + 0</b>	Default zoom
<b>command + f</b>	Find
<b>command + i</b>	Get info
<b>command + spacebar</b>	Search spotlight
<b>command + tab</b>	Move to next open application
<b>command + delete</b>	Move item to trash
<b>command + shift + delete</b>	Empty trash
<b>command + shift + 3</b>	Screenshot of entire screen
<b>command + shift + 4</b>	Screenshot of selection
<b>command + option + esc</b>	Force quit application(s)

# Windows Keyboard Shortcuts

\* The + symbol denotes that the keys must be pressed simultaneously - does not mean press the + key except for the "Zoom In" action.

Ctrl + p	Print
Ctrl + s	Save
alt + F4	Close Window / Quit Application
F5	Refresh current window
Ctrl + r	Refresh webpage
Ctrl + t	Open new tab (when in browser)
Ctrl + a	Select all
Ctrl + c	Copy
Ctrl + x	Cut
Ctrl + v	Paste
Ctrl + z	Undo last action
Ctrl + u	Underline text
Ctrl + b	Bold text
Ctrl + i	Italicize text
Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + 0	Default zoom
Ctrl + f	Find
alt + tab	Move to next open application
shift + delete	Delete item permanently
Windows button + e	Open Windows Explorer
Windows button + f	Find files or folders
Windows button + d	Minimize windows / show desktop
Windows button + c	Access Control Panel
Ctrl + alt + del	Force quit application(s)

# Mac OS X Keyboard



# Windows Keyboard



# Dvorak Keyboard

