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Keyboard Shortcuts

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Keyboard Shortcuts For Windows and Mac

Keyboard shortcuts are often used in modern operating systems and computer software programs.

Learning and using keyboard shortcuts can save you a lot of time.

Basic Shortcuts

Description	Windows	Mac OS
Edit menu	Alt + E	Ctrl + F2 + F
File menu	Alt + F	Ctrl + F2 + E
View menu	Alt + V	Ctrl + F2 + V
Select all text	Ctrl + A	Cmd + A
Copy text	Ctrl + C	Cmd + C
Find text	Ctrl + F	Cmd + F
Find and replace text	Ctrl + H	Cmd + F
New Document	Ctrl + N	Cmd + N
Open a file	Ctrl + O	Cmd + O
Print options	Ctrl + P	Cmd + P
Save file	Ctrl + S	Cmd + S
Paste text	Ctrl + V	Cmd + V
Cut text	Ctrl + X	Cmd + X
Redo text	Ctrl + Y	Shift + Cmd + Z
Undo text	Ctrl + Z	Cmd + Z

Text Editing

Description	Windows	Mac OS
Cursor Movement		
Go to the right or to the beginning of next line break	Right Arrow	Right Arrow
Go to the left or to the end of previous line break	Left Arrow	Left Arrow
Go up one row	Up Arrow	Up Arrow
Go down one row	Down Arrow	Down Arrow
Go to the beginning of the current line	Home	Cmd + Left Arrow
Go to the end of the current line	End	Cmd + Right Arrow
Go to the beginning of the document	Ctrl + Home	Cmd + Up Arrow
Go to the end of the document	Ctrl + End	Cmd + Down Arrow
Move up one frame	Page Up	Fn + Up Arrow
Move down one frame	Page Down	Fn + Down Arrow
Go to beginning of previous word	Ctrl + Left Arrow	Option + Left Arrow
Go to beginning of next word	Ctrl + Right Arrow	Option + Right Arrow
Go to beginning of line break	Ctrl + Up Arrow	Cmd + Left Arrow
Go to end of line break	Ctrl + Down Arrow	Cmd + Right Arrow
Text Selection		
Select characters to the left	Shift + Left Arrow	Shift + Left Arrow
Select characters to the right	Shift + Right Arrow	Shift + Right Arrow
Select lines upwards	Shift + Up Arrow	Shift + Up Arrow
Select lines downwards	Shift + Down Arrow	Shift + Down Arrow
Select words to the left	Shift + Ctrl + Left	Shift + Opt + Left
Select words to the right	Shift + Ctrl + Right	Shift + Opt + Right
Select paragraphs to the left	Shift + Ctrl + Up	Shift + Opt + Up
Select paragraphs to the right	Shift + Ctrl + Down	Shift + Opt + Down
Select text between the cursor and the beginning of the current line	Shift + Home	Cmd + Shift + Left Arrow
Select text between the cursor and the end of the current line	Shift + End	Cmd + Shift + Right Arrow
Select text between the cursor and the beginning of the document	Shift + Ctrl + Home	Cmd + Shift + Up Arrow or Cmd + Shift + Fn + Left Arrow
Select text between the cursor and the end of the document	Shift + Ctrl + End	Cmd + Shift + Down Arrow or Cmd + Shift + Fn + Right Arrow
Select one frame at a time of text above the cursor	Shift + Page Up	Shift + Fn + Up Arrow
Select one frame at a time of text below the cursor	Shift + Page Down	Shift + Fn + Down Arrow
Select all text	Ctrl + A	Cmd + A
Find text	Ctrl + F	Cmd + F
Text Formatting		
Make selected text bold	Ctrl + B	Cmd + B
Make selected text italic	Ctrl + I	Cmd + I
Underline selected text	Ctrl + U	Cmd + U
Make selected text superscript	Ctrl + Shift + =	Cmd + Shift + =
Make selected text subscript	Ctrl + =	Cmd + =
Text Editing		
Delete characters to the left	Backspace	Backspace
Delete characters to the right	Delete	Fn + Backspace
Delete words to the right	Ctrl + Del	Cmd + Backspace
Delete words to the left	Ctrl + Backspace	Cmd + Fn + Backspace
Indent	Tab	Tab
Outdent	Shift + Tab	Shift + Tab
Copy text	Ctrl + C	Cmd + C
Find and replace text	Ctrl + H	Cmd + F
Paste text	Ctrl + V	Cmd + V
Cut text	Ctrl + X	Cmd + X
Redo text	Ctrl + Y	Shift + Cmd + Z
Undo text	Ctrl + Z	Cmd + Z

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Web Browsers

Description	Windows	Mac OS
Navigation		
Scroll down a frame	Space or Page Down	Space or Fn + Down Arrow
Scroll up a frame	Shift + Space or Page Up	Shift + Space or Fn + Up Arrow
Go to bottom of the page	End	Cmd + Down Arrow
Go to top of the page	Home	Cmd + Up Arrow
Go back	Alt + Left Arrow or Backspace	Cmd + Left Arrow
Go forward	Alt + Right Arrow or Shift + Backspace	Cmd + Right Arrow
Refresh a webpage	F5	Cmd + R
Refresh a webpage (no cache)	Ctrl + F5	Cmd + Shift + R
Stop	Esc	Esc
Toggle full-screen	F11	Cmd + Shift + F
Zoom in	Ctrl + +	Cmd + +
Zoom out	Ctrl + -	Cmd + -
Zoom 100% (default)	Ctrl + 0	Cmd + 0
Open homepage	Alt + Home	Option + Home or Option + Fn + Left Arrow
Find text	Ctrl + F	Cmd + F
Tab / Window Management		
Open a new tab	Ctrl + T	Cmd + T
Close current tab	Ctrl + W	Cmd + W
Close all tabs	Ctrl + Shift + W	Cmd + Q
Close all tabs except the current tab	Ctrl + Alt + F4	Cmd + Opt + W
Go to next tab	Ctrl + Tab	Control + Tab or Cmd + Shift + Right Arrow
Go to previous tab	Ctrl + Shift + Tab	Shift + Control + Tab or Cmd + Shift + Left Arrow
Go to a specific tab number	Ctrl + 1-8	Cmd + 1-8
Go to the last tab	Ctrl + 9	Cmd + 9
Reopen the last closed tab	Ctrl + Shift + T	Cmd + Shift + T
Open a new window	Ctrl + N	Cmd + N
Close current window	Alt + F4	Cmd + W
Go to next window	Alt + Tab	Cmd + Tab
Go to previous window	Alt + Shift + Tab	Cmd + Shift + Tab
Reopen the last closed window	Ctrl + Shift + N	
Open links in a new tab in the background	Ctrl + Click	Cmd + Click
Open links in a new tab in the foreground	Ctrl + Shift + Click	Cmd + Shift + Click
Print current webpage	Ctrl + P	Cmd + P
Save current webpage	Ctrl + S	Cmd + S
Address Bar		
Cycle between toolbar, search bar, and page elements	Tab	Tab
Go to browser's address bar	Ctrl + L or Alt + D	Cmd + L
Focus and select the browser's search bar	Ctrl + E	Cmd + E / Cmd + K
Open the address bar location in a new tab	Alt + Enter	Opt + Enter
Display a list of previously typed addresses	Ctrl + Enter	
Add "www." to the beginning and ".com" to the end of the text typed in the address bar (e.g., type "w3schools" and press Ctrl + Enter to open "www.w3schools.com")	Ctrl + Enter	Cmd + Enter or Control + Enter
Bookmarks		
Open the bookmarks menu	Ctrl + B	Cmd + B
Add bookmark for current page	Ctrl + D	Cmd + Opt + B or Cmd + Shift + B
Open browsing history	Ctrl + H	Cmd + Shift + H or Cmd + Y
Open download history	Ctrl + J	Cmd + J or Cmd + Shift + J

Screenshots

Description	Windows	Mac OS
Save screenshot of the whole screen as file		Cmd + Shift + 3
Copy screenshot of the whole screen to the clipboard	PrtScr (Print Screen) or Ctrl + PrtScr	Cmd + Ctrl + Shift + 3
Save screenshot of window as file		Cmd + Shift + 4, then Space
Copy screenshot of window to the clipboard	Alt + PrtScr	Cmd + Ctrl + Shift + 4, then Space
Copy screenshot of wanted area to the clipboard		Cmd + Ctrl + Shift + 4
Save screenshot of wanted area as file		Cmd + Shift + 4

Note: Due to different keyboard setups, some shortcuts may not be compatible for all users.

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