

Top 13 Keyboard Shortcuts

What keyboard keys we will use

Windows users

1. Control Key – Ctrl
2. Windows key
3. Delete key – Delete or Del
4. Shift key – Shift
5. Function keys - F1-F12

Apple's MAC users

For all of the below keyboard shortcuts replace **CONTROL** key with **COMMAND** key on your Apple keyboard.

1. **CTRL + O** To open a document
2. **CTRL + A** To highlight the whole document
3. **CTRL + C** To copy the highlighted text
4. **CTRL + V** To paste copied text/document
5. **CTRL + Z** To undo last action; it brings back what you have deleted
6. **CTRL + Y** To redo it when you realize you want it back after all
7. **CTRL + F** To open the search bar - you can find any words/text in a document
8. **F7** To run a spell check of the whole document
9. **CTRL + P** To print the page you are viewing
10. **CTRL + T** To open the new tab
11. **CTRL + W** To close the current tab
12. **CTRL + SHIFT + T** To reopen the closed tab
13. **F6** To highlight the address bar

!!!2 BONUS Keyboard Shortcuts!!!

Windows key + D To show the desktop; MAC users press **F11**

Windows key + L To lock your computer

