

## Computer Keyboard Shortcuts

This handout contains helpful keyboard shortcuts for Windows and Apple devices. Please note that, in order to execute the shortcuts, all keys need to be held down simultaneously.

Shortcut Name	Windows Shortcut	Apple Shortcut	Description
Copy	<i>Ctrl and C</i>	<i>Command and C</i>	Copy the selected text or object.
Close current app/program	<i>Alt and F4</i>	<i>Command and Option and ESC</i>	Close all windows of the app/program that is being viewed.
Cut	<i>Ctrl and X</i>	<i>Command and X</i>	Copy and delete the selected text or object.
Find	<i>Ctrl and F</i>	<i>Command and F</i>	Open a search bar to find text on a page.
Lock screen	 and <i>L</i>	<i>Control and Command and Q</i>	Lock the screen.
Open link in new tab	<i>Ctrl and Click</i>	<i>Command and Click</i>	Open a link in a new tab.
Open link in new window	<i>Shift and Click</i>	<i>Command and Option and Click</i>	Open a link in a new window.
Paste	<i>Ctrl and V</i>	<i>Command and V</i>	Paste text or an object that was previously copied.
Redo	<i>Ctrl and Y</i>	<i>Command and Y</i>	Redo an action that was undone.
Refresh	<i>Ctrl and R</i>	<i>Command and R</i>	Reload the current webpage.
Save	<i>Ctrl and S</i>	<i>Command and S</i>	Save a file or document.
Screenshot	 and <i>Print Screen</i>	<i>Shift and Command and 3</i>	Take a picture of the screen.
Select all	<i>Ctrl and A</i>	<i>Command and A</i>	Select all material in the current window.
Switch app/program	<i>Alt and Tab</i>	<i>Command and Tab</i>	Toggle between open apps/programs.
Undo	<i>Ctrl and Z</i>	<i>Command and Z</i>	Erase the last change that was made to a file or document.
Zoom in	<i>Ctrl and +</i>	<i>Command and +</i>	Zoom in on the current app/program.
Zoom out	<i>Ctrl and -</i>	<i>Command and -</i>	Zoom out of the current app/program.