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Student Name: _____ Date: _____

Most Important Shortcut Commands

Student email: _____ Class Time: _____

Ctrl + C or Ctrl + Insert and Ctrl + X

Both **Ctrl + C** and **Ctrl + [Insert](#)** will [copy](#) the [highlighted](#) text or selected item. If you want to [cut](#) instead of copy press **Ctrl + X**.

Ctrl + V or Shift + Insert

Both the **Ctrl + V** and **Shift + Insert** will [paste](#) the text or object that's in the [clipboard](#). Use the above text input fields to highlight the "Cut or copy this text" text and press either Ctrl + C to copy or Ctrl + X to Cut the text. Once Cut Move to the next field and press Ctrl + V or Shift + Insert to paste the text.

Ctrl + Z and Ctrl + Y

Pressing **Ctrl + Z** will [Undo](#) any change. For example, if you cut text, pressing this will undo it. These shortcuts can also be pressed multiple times to undo or redo multiple changes. Pressing **Ctrl + Y** would [redo](#) the undo. Use the above text input field to highlight some or all of the text and then press Ctrl + X to cut the text. Once the text has disappeared press the Ctrl + Z to undo the cut.

Tip: If you did the first example as well (cut and paste text) if you continue to press Ctrl + Z it is also going to undo that change.

Ctrl + F

Pressing **Ctrl + F** opens the [Find](#) in any program. Ctrl + F includes your Internet [browser](#) to find text on the current page. Press Ctrl + F now to open the Find in your browser and search for "shortcut" to find each time shortcut is mentioned on this page.

Alt + Tab or Ctrl + Tab

Pressing **Alt + Tab** switches between open programs moving forward. For example, if you have your browser window open and other programs running in the background press and hold Alt and then press tab to cycle through each open program.

Tip: Press **Ctrl + Tab** to switch between [tabs](#) in a program. For example, if you have multiple tabs open in your browser now press Ctrl + Tab to switch between open tabs.

Tip: Adding the [Shift key](#) to Alt + Tab or Ctrl + Tab moves backward. For example, if you are pressing Alt + Tab and pass the program you want to use, press **Alt + Shift + Tab** to move back to that program.

Tip: Windows Vista and 7 users can also press the [Windows Key](#) + **Tab** to switch through open programs in a full screenshot of the window.

Ctrl + Back space and Ctrl + Left or Right arrow

Pressing **Ctrl + [Backspace](#)** will delete a full word at a time instead of a single character.

Holding down the **Ctrl key** while pressing the **left or right arrow** will move the cursor one word at a time instead of one character at a time. If you want to highlight one word at a time, hold down **Ctrl + Shift** and then press the **left or right arrow** key to move one word at a time in that direction while highlighting each word.

Ctrl + S

While working on a document or other file in almost every program, pressing **Ctrl + S** saves that file. Use this shortcut key frequently if you're working on anything important in case an error happens, you lose power, or other problem that causes you to lose any work since the last save.

Ctrl + Home or Ctrl + End

Ctrl + Home will move the cursor to the beginning of the document, and **Ctrl + End** will move the cursor to the end of a document. These shortcuts work with most documents, as well as web pages.

Ctrl + P

Open a print preview of the current page or document being viewed. For example, press **Ctrl + P** now to view a print preview of this page.

Page Up, Space bar, and Page Down

Pressing either the [page up](#) or [page down](#) key will move that page one page at a time in that direction. When browsing the Internet, pressing the [space bar](#) also moves the page down one page at a time