



Keyboard Shortcuts FOR THE PC

What Does That **Ctrl** Key Do?



Switching between the keyboard and the mouse can waste time and cause mistakes.

Learn the common shortcut keys to quickly and easily navigate. **For each of the shortcuts below, you should hold down the Ctrl key, and tap the key after the +.**

Create a new... Ctrl + N	Highlight / Select all Ctrl + A	Copy Ctrl + C	Cut Ctrl + X	Highlight selectively (like in a list) Ctrl
Paste Ctrl + V <small>Pro tip: You can repeat this action for multiple pastes!</small>	Undo Ctrl + Z <small>Pro tip: You can repeat this action for multiple undos!</small>	Redo Ctrl + Y <small>Pro tip: You can repeat this action for multiple redos!</small>	Find Ctrl + F <small>Pro tip: Can be used in conjunction with "and Replace"</small>	Highlight multiple selections Shift
Print Ctrl + P	Bold Ctrl + B	Italic Ctrl + I	Underline Ctrl + U	Refresh a window F5
Go to the beginning of a line Home	Go to the end of a line End	Make font in browser bigger Ctrl + plus sign	Make font in browser smaller Ctrl + minus sign	Indent the cursor to the right OR Move to the next form field Tab
Navigate down one page Page Down	Navigate up one page Page Up	Show the Desktop (press again to reverse)  + D	Open the Windows Explorer  + E	Close window Esc



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