

# KEYBOARD SHORTCUTS

## GENERAL USE

- Ctrl + P Print
- Ctrl + S Saves document
- Ctrl + C Copy text that is highlighted
- Ctrl + X Cut text that is highlighted
- Ctrl + V Paste text last placed on clipboard
- Ctrl + + Zoom in
- Ctrl + - Zoom out
- Ctrl + Z Undo
- Ctrl + Y Redo
- Ctrl + A Selects all
- Ctrl + L Aligns text left
- Ctrl + R Aligns text right
- Ctrl + E Aligns text center

## WINDOWS

- Windows Key Opens start menu
- Windows Key + E Opens Windows Explorer
- Windows Key + T Cycles through open apps on taskbar
- Windows Key + M Minimizes windows and shows desktop
- Windows Key + D Toggles between desktop and open apps
- Windows Key + P Projects to external screen
- Windows Key + I Opens settings menu
- Windows Key + H Opens dictation
- Windows Key + R Opens run menu to open a program
- Windows Key + L Locks your computer

## BROWSERS

- Ctrl + T Opens a new browser tab
- Ctrl + W Closes open tab
- Ctrl + R Reloads page