

KEYBOARD SHORTCUTS

Essentials

CTRL+C AND CTRL+V

Copies the highlighted text or object (CTRL+C) and pastes it to where you move your cursor (CTRL+V)

CTRL+Z OR CTRL+Y

Undoes your last action (CTRL+Z) or redoes your last action (CTRL+Y)

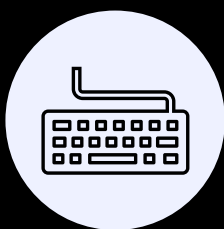
CTRL+A

Highlights all the text on the webpage or document your cursor is on

CTRL+F

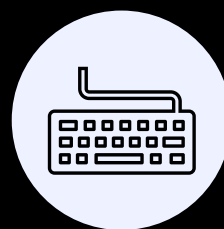
Brings up search box where you can type a specific word or phrase to search for within the page you are on

Nice to Know



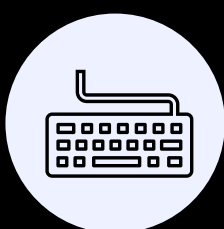
CTRL+X

Same as CTRL+C, but also "cuts" the highlighted text



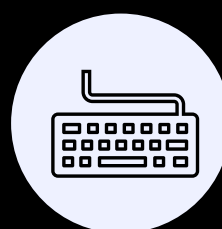
CTRL+T OR CTRL+W

Opens a new tab (CTRL+T) or closes your current tab (CTRL+W) if you are on a web browser



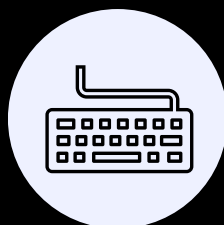
CTRL+B OR CTRL+I

Make highlighted text bold (CTRL+B) or italic (CTRL+I)



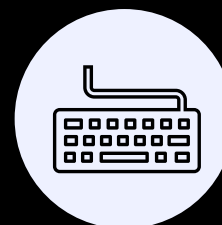
CTRL+K

Insert a hyperlink on highlighted text or starting from where your cursor is located



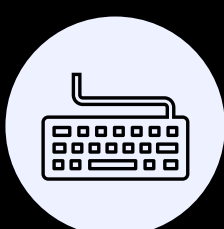
CTRL+UP OR CTRL+DOWN

Takes you to top of the page (CTRL+UP) or bottom of the page (CTRL+DOWN)



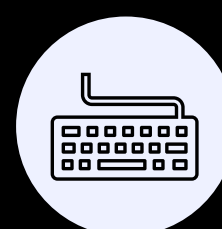
CTRL+S

Saves the document, webpage, or file you are currently on



CTRL+R

Refreshes the webpage you are currently on (for web browsers)



CTRL+P

Prints the webpage or document you are on

