



MOST COMMON (PC) SHORTCUTS

CHEAT SHEET PRINTABLE CUT-OUTS

Step 1: Say it out loud for memory recognition.

Step 2: Writing causes thinking! Write it down and put it within the eyesight of the computer.

Step 3: Do it once in action on the computer immediately.

CTRL + C = Copy

CTRL + V = Paste

CTRL + P = Print

CTRL + X = Cut

CTRL + Z = Undo

CTRL + B = Bold

CTRL + I = Italic

CTRL + SHIFT + L = ALIGN LEFT

CTRL + SHIFT + E
= ALIGN CENTER

CTRL + PLUS/MINUS Key =
Increase/Decrease font size or
Zoom In/Out on Web Page

HOME = START

END = END

CTRL + F = FIND

CTRL + H = FIND & REPLACE

CTRL + HOME = ALL THE WAY TO THE START

CTRL + LEFT = JUMP TO START OF WORD

CTRL + UP = GO TO START OF PARAGRAPH

CTRL + DOWN Arrow = GO TO END OF PARAGRAPH

CTRL + END = ALL THE WAY TO THE END

CTRL + SHIFT LEFT = HIGHLIGHT WORD TO THE LEFT

CTRL + SHIFT + UP Arrow = HIGHLIGHT PARAGRAPH UP FROM HERE

CTRL + SHIFT + DOWN Arrow = HIGHLIGHT PARAGRAPH DOWN FROM HERE

EMAIL PROGRAMS

CTRL + ENTER = SEND EMAIL

Click to remove any... DELETE

Start at top email to delete... SHIFT + PAGE DOWN + Let go of everything... CTRL +

SPREADSHEETS

CTRL + HOME = GO TO TOP CELL A1

CTRL + DOWN ARROW = Go to next cell down with data in it

HOME = START OF ROW

CTRL + SHIFT + DOWN ARROW = Highlight to next cell down with data in it

WEB BROWSERS

CTRL + T = NEW TAB

CTRL + W = CLOSE TAB

CTRL + PAGE UP OR DOWN = MOVE LEFT OR RIGHT BETWEEN TABS

CTRL + CLICK ON LINKS TO OPEN IN A NEW TAB

WINDOWS

WINDOWS + LEFT Arrow Key = Snap to 1/2 screen on the left

WINDOWS + RIGHT Arrow Key = Snap to 1/2 screen on the right

WINDOWS + D = DESKTOP to minimize all program windows

CTRL + J = Jing for Screenshots (*download free app)

TAB = FORWARD

SHIFT + TAB = BACKWARD

CTRL + S = SAVE

CTRL + SHIFT + S = SAVE AS (OR F12)