

# Keyboard Shortcuts

SAVING TIME & WORKING FASTER!

Utilizing keyboard shortcuts can super-speed your workflow! For example, our first favorite is copy and paste... we copy and paste text and images all the time, and there are several ways to do it. Compare these three methods and imagine how much time each takes compared to the others:

**1. Copy & Paste Method One:**

After highlighting the text or image of interest, many users go up to the current program's menu and click "Edit-Copy", then move the cursor the location to paste, and click "Edit-Paste". This requires you to leave the keyboard, use the mouse, and move the mouse up to the menu two times!

**2. Copy & Paste Method Two:**

Some users use the mouse... you can highlight an image or text, right-click the mouse while hovering over that highlighted content, and find "copy" in the menu that pops up, click your mouse where you plan to paste, and right-click the mouse and find "paste" in your options. This is faster than option one, but still requires a lot of moving around.

**3. Copy & Paste Method Three:**

The keyboard shortcut is the final common option. Highlight the content of interest and on the keyboard, hold down the "Ctrl" key followed by the letter "C" key. Go to where you plan to paste, and hold down the "Ctrl" key followed by the letter "P" key. Presto! Task Complete!

Below are some of our favorite keyboard shortcuts for Windows (PC's). Please note that MACS use Command/Cmmd in place of Control/Ctrl.

## COMMON SHORTCUTS

**Copy:** Ctrl-C or Ctrl-Insert

**Cut:** Ctrl-X or Shift-Insert

**Paste:** Ctrl-V

**Copy & Paste:** Highlight text to be copied, hold down the Ctrl key, and click and drag the cursor to where you want it pasted and release the mouse.

**Delete Entire Word:** Ctrl-Backspace

**Save:** Ctrl-S

**Open:** Ctrl-O

**Print:** Ctrl-P

**Undo:** Ctrl-Z

**Redo:** Ctrl-Y

**Select All:** Ctrl-A (Example: Select all content in a document, email window, or web page)

**Search:** Ctrl-F (Example: Search for a particular word or phrase in a document or web page)

**Refresh:** F5 (Example: refresh browser window)

**Tab:** Indent Content. Move through Microsoft Excel cells. Move through online form fields.

## MODIFY YOUR VIEW

**Switch Between Open Programs:** Alt-Tab

**Increase/Decrease size of webpage** (make font size easier to read, or to better fit the website's design on your monitor): Ctrl+ and Ctrl-

**Set webpage size back to 100%:** Ctrl-0 (zero)

**Lock Screen:** Windows-L (Example: Protect and lock your screen when you leave your desk) (see image on right; windows key)



## POPULAR SYMBOLS

**Copyright Symbol ©:** Alt-Ctrl-C

**Registered Symbol ®:** Alt-Ctrl-R

**Trade Mark Symbol ™:** Alt-Ctrl-T

## STYLING YOUR TEXT

Ctrl-I: Italicize

Ctrl-B: Bold

Ctrl-U: Underline

## SELECTING & MOVING THROUGH CONTENT

In a document, for example, insert your cursor in the desired location to begin:

**Move cursor to beginning of document:** Ctrl-Home

**Move cursor to end of document:** Ctrl-End

**Move through document by one page at a time:** Page Up & Page Down

Shift – Arrow Key Up/Down: Select whole lines

Shift – Arrow Key Left/Right: Select single character

Ctrl - Shift – Arrow Key Up/Down: Select whole Paragraph Breaks

Ctrl - Shift – Arrow Key Left/Right: Select whole word

Ctrl – Arrow Key Up/Down: Move from beginning of one Paragraph Break to the next

Ctrl – Arrow Key Left/Right: Move from beginning of one Word to the next

## MOUSE SHORTCUTS TO SELECT & CHANGE CONTENT

Single Click to insert the cursor.

Double Click to select one entire word (from space to space).

Triple Click to select one entire paragraph, line, and/or block of text.

Ctrl – Mouse Wheel Up or Down: While you hold down the control key, move your mouse wheel to increase or decrease the font size in Firefox. This will also work in other programs, for example Word.

There are TONS of keyboard shortcuts and other nifty tricks to help you move along more quickly as you work. We hope this little taste inspires you to try out a few you didn't know about and to improve your workflow!