Keyboard and Mouse Shortcuts

Keyboard and mouse shortcuts are automatically built into your computer's operating system and can greatly increase your efficiency and streamline your workflow.

Keyboard Shortcuts

- There are a lot of resources online to learn shortcuts
- There are subtle differences between Windows and MacOS
- Below is a table of common shortcuts for both Windows and MacOS

Working with Text

Function	**Windows (CTRL +)**	**MacOS (command +)**
Cut selected text	X	X
Copy selected text	C	C
Paste selected text	V	V
Select all text on the active window	A	A
Bold selected text	B	B
Italicize selected text	I	I
Underline selected text	U	U
Beginning of the current line	Home*	Left Arrow
End of the current line	End*	Right Arrow
Beginning of the next word	Right Arrow	Option + Right Arrow*
Beginning of the previous word	Left Arrow	Option + Left Arrow*

Select the next word	Shift + Right Arrow	Shift + Option + Right Arrow*
Select the previous word	Shift + Left Arrow	Shift + Option + Left Arrow*

*Do not require pressing the CTRL/command key

Working with Files and Applications

Function	**Windows (CTRL +)**	**MacOS (command +)**
Quit a frozen application	Alt + Delete	Option + Command + Esc*
Send selected file to the Recycle Bin	Delete*	Delete
Open selected file or application	Enter*	Down Arrow
Create a new file	N	N
Open an existing file	O	O
Print an open file	P	P
Save the current file	S	S
Undo the previous action	Z	Z
Redo the previous action	Y	Y
Fine a word or phrase	F	F
Zoom out	-	-
Zoom in	=	=
Quit the current application	Alt + F4*	Q
Search for application or file	C (search the web & Windows w/ Cortana)	Spacebar
Open the start menu	Windows key*	N/A
Close the current file or window		W
Switch between open windows	Alt + Tab*	Tab

*Do not require pressing the CTRL/command key

Internet Shortcuts

Function	Windows (CTRL +)	MacOS (command +)
Find a word or phrase	F	F
Open a new browser tab	T	T
Open a new browser window	N	N
Reload the current browser page	R	R
Skip to the next field in a web form	Tab*	Tab*
Bookmark the current page	D	D
View bookmarks	B	B
View browsing history	H	Y
View downloads	J	
Scroll to the top of the webpage	Home*	Home*
Scroll to the bottom of the webpage	End*	End*

*Do not require pressing the CTRL/command key

You can customize and add keyboard shortcuts by opening System Preferences > Keyboard > Shortcuts tab.

Mouse Shortcuts

- Mouse shortcuts can vary between what type of mouse you are using as well as whether you are using a laptop trackpad. Feel free to google your specific model and learn more.
- Here are some universal mouse commands:
  - Select a word: double-click
  - Select a paragraph: triple click
  - Select a large chunk of text: Shift+click at the beginning, scroll, Shift+click at the end
  - Define a word: Right-click + Look Up "..."

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