



Keyboard Shortcuts

Keyboard shortcuts are a combination of keys that provide quick access to a particular function within a computer program. Using these shortcuts can help you navigate your computer faster. Here are some of our favorites:

PC Shortcuts (Web and Microsoft Word)

Action	Keyboard Shortcut
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Redo	Ctrl + Y
Select all	Ctrl + A
Zoom In	Ctrl + Plus Sign (+)
Zoom Out	Ctrl + Minus Sign (-)
Search Your Computer	Windows + F
Switch Programs	Alt + Tab
Bookmark a Website	Ctrl + D
Open a New Tab	Ctrl + T
Reopen a Closed Tab	Ctrl + Shift + T
Find on Webpage	Ctrl + F
Clear cache and cookies	Ctrl + Shift + Delete

PC Writing & Formatting (Microsoft Word)

Action	Keyboard Shortcut
Double Space Text	Ctrl + 2
Single Space Text	Ctrl + 1
Hanging Indent	Ctrl + T
Block Quote	Ctrl + M
Run Spelling and Grammar Check	Alt + F7 (or Alt, then R, then S)
View Word Count	Ctrl + Shift + G
Print	Ctrl + P
Save	Ctrl + S
Bold	Ctrl + B
Underline	Ctrl + U
Italics	Ctrl + I
Left Justify	Ctrl + L
Right Justify	Ctrl + R
Center Justify	Ctrl + E
Insert Hyperlink	Ctrl + K



Mac Shortcuts (Web and Microsoft Word)

Action	Keyboard Shortcut
Copy	Cmd + C
Paste	Cmd + V
Cut	Cmd + X
Undo	Cmd + Z
Redo	Shift + Cmd + Z
Select all	Cmd + A
Zoom In	Cmd + Plus Sign (+)
Zoom Out	Cmd + Minus Sign (-)
Spotlight Search	Cmd + Spacebar
Switch Programs	Cmd + Tab
Bookmark a Website	Cmd + D
Open a New Tab	Cmd + T
Reopen a Closed Tab	Shift + Cmd + T
Find on Webpage	Cmd + F
Clear cache and cookies	Shift + Cmd + Delete

Mac Writing & Formatting (Microsoft Word)

Action	Keyboard Shortcut
Double Space Text	Cmd + 2
Single Space Text	Cmd + 1
Hanging Indent	Cmd + T
Block Quote	Shift + Cmd + M
Run Spelling and Grammar Check	Option + Cmd + L
View Word Count	(see bottom left of document)
Print	Cmd + P
Save	Cmd + S
Bold	Cmd + B
Underline	Cmd + U
Italics	Cmd + I
Left Justify	Cmd + L
Right Justify	Cmd + R
Center Justify	Cmd + E
Insert Hyperlink	Cmd + K