

PRINTABLE GUIDE

Keep a small keyboard shortcut reference

For Ctrl + C, hold Ctrl, press C once and release both. Shortcuts depend on the app and selection. Practise with a harmless document first.

Windows 11; many shortcuts also work on Chromebook | 2 min read | 5 steps

Before you start

- ☐ A practice document with two sentences
- ☐ A Windows keyboard

1. Select and copy text

Select a short passage, then press Ctrl + C to copy. Ctrl + A selects all in the active editing area, so check where the cursor is first. These commands keep the original text in place.

- ☐ Done this step

2. Paste, cut and undo carefully

Click a safe destination and use Ctrl + V to paste. Ctrl + X cuts a selection, removing it from the original when moved. Ctrl + Z undoes a supported recent action; it does not undo every system or online action.

- ☐ Done this step

3. Save or print

Ctrl + S commonly saves a document. If it is new, choose the name and location. Ctrl + P commonly opens the print window; inspect the destination before printing. The dialogue opens before anything prints.

- ☐ Done this step

4. Switch or find

Alt + Tab switches between open windows on Windows. Ctrl + F searches within many documents or webpages. Enter a word, move through matches and close the find box when finished; this search is different from searching your whole computer.

☐ Done this step

5. Use a Windows control

Windows key + E opens File Explorer. Windows key + I opens Settings. Escape often closes a menu or dialogue. Sticky Keys can enter combinations one key at a time.

☐ Done this step

Try it for yourself

Practise Copy, Paste and Undo in a document before printing this reference.

☐ I tried the task.

My notes

Are Mac shortcuts identical?

Many editing shortcuts use Command on Mac in place of Ctrl, but not every shortcut translates. Use the app's menu labels to confirm.

Official help and the online guide

Windows keyboard shortcuts - <https://support.microsoft.com/en-au/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec>

Windows mouse and keyboard accessibility - <https://support.microsoft.com/en-us/accessibility/windows/make-your-mouse-keyboard-and-other-input-devices-easier-to-use>

Read online: <https://plaintechguides.com/guides/keyboard-shortcut-reference/>