

KEYBOARD SHORTCUTS

Basic Shortcuts:

Copy	→	Ctrl + C
Paste	→	Ctrl + V
Cut	→	Ctrl + X
Undo	→	Ctrl + Z
Redo	→	Ctrl + Y
Select All	→	Ctrl + A
Save	→	Ctrl + S
Print	→	Ctrl + P

Text Formatting Shortcuts:

Bold	→	Ctrl + B
Italic	→	Ctrl + I
Underline	→	Ctrl + U

Special Characters:

😊	→	Alt + 1 (on Numpad)
♥	→	Alt + 3 (on Numpad)

Browser Shortcuts:

Open a new tab	→	Ctrl + T
Close the current tab	→	Ctrl + W
Reopen the last closed tab	→	Ctrl + Shift + T
Refresh the page	→	F5
Find on page	→	Ctrl + F

Window Management Shortcuts:

Switch between open windows	→	Alt + Tab
Show desktop	→	Windows Key + D
Lock the computer	→	Windows Key + L