Keyboard shortcuts worth knowing

Small key combinations that save a hundred mouse trips a day.

Where your keys are

- **Windows 11** — Shift is the wide key on the left side, just above Ctrl, with an up arrow on it. Alt is on the bottom row, between Ctrl and the spacebar. Esc is the key in the very top-left corner. Plus shares the equals key at the far right of the number row.
- **Mac** — Command is on the bottom row, right next to the spacebar. Esc is the key in the very top-left corner.

When you see two keys joined by a plus sign, hold the first key down, tap the second, then let go.

Working with words

The five moves you will use every day. Learn these and the computer starts feeling easy.

Select the words first

Before you can copy or move words, you tell the computer which words you mean.

- Drag across them: click and hold at the start of the words, slide across them, let go.
- One word: double-click it.
- A whole paragraph: triple-click anywhere inside it.
- Everything: click inside the document first, then hold Ctrl and tap the letter A. **Mac** — hold Command and tap the letter A.

Copy, cut, paste, undo

- **Copy** — **Windows 11** — hold Ctrl and tap the letter C; **Mac** — hold Command and tap the letter C. Copying remembers the words **without** removing them.
- **Cut** — Like copy, but the words are **removed** from where they were. **Windows 11** — Ctrl+X; **Mac** — Command+X.
- **Paste** — Places the words you copied or cut wherever your cursor is blinking. Click **once** exactly where you want the words (look for the blinking vertical line). **Windows 11** — Ctrl+V; **Mac** — Command+V.
- **Undo (the oops key)** — Takes back your last action: typed the wrong thing, deleted by accident, pasted in the wrong spot. Press it more than once to step further back. **Windows 11** — Ctrl+Z; **Mac** — Command+Z.

On the web

- **New tab** — **Windows 11** — Ctrl+T; **Mac** — Command+T.
- **Close the tab** — **Windows 11** — Ctrl+W; **Mac** — Command+W.
- **Reopen a closed tab** — Brings back the last tab you closed — the "I just closed something!" rescue. **Windows 11** — Ctrl+Shift+T; **Mac** — Command+Shift+T.
- **Find a word on the page** — **Windows 11** — Ctrl+F; **Mac** — Command+F.