



## Computer Shortcuts

**You can save yourself quite some time by using these computer shortcuts:**

Ctrl + Z = Undo last action

Ctrl + Y = Redo last action

Ctrl + X = Cut

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + A = Select All

Ctrl + F = Find

Ctrl + S = Save

Ctrl + P = Print (open the print window)

Ctrl + Left arrow = Move one word to the left at a time

Ctrl + Right arrow = Move one word to the right at a time

Alt + Tab = Switch between open programs

Ctrl + Tab = Switch between open tabs in a browser

Ctrl + T = new tab in a browser

ALSO:

Use the Windows key + arrows to rearrange your program window smaller or bigger, or to a different screen if you are using multiple.

**These are just some of the main ones that I use on a daily basis.**

**You can find more of them at <https://www.indiatoday.in/information/story/computer-shortcut-keys-everyone-should-know-1480158-2019-03-17>**