Helpful Keyboard Shortcuts

Updated and editable versions of this document are available at: www.ChrisSpackman.com/Educator-Resources/PD/2021-05-04-ESCCO/

All the shortcuts here are helpful. For writers and educators, the shortcuts in **Moving & Selecting** (page 3) are likely the most impactful.

Common to Almost All Applications

These work in most applications where they would apply.

Shortcut	Meaning	What it does
Ctrl + A	select all	selects all of the appropriate content (usually entire document)
Ctrl + C	copy	copy text to clipboard
Ctrl + F	find (search)	searches for what you type in
Ctrl + N	new	new of whatever is appropriate
Ctrl + O	open	brings up file chooser for opening an existing document
Ctrl + P	print	brings up print dialog
Ctrl + Q	quit	quits the program; should ask to save if appropriate
Ctrl + S	save	saves the document
Ctrl + V	paste	paste text from clipboard
Ctrl + X	cut	copies text to clipboard, deletes text
Ctrl + Z	undo	undoes / reverts the previous action
Ctrl + +	zoom in	magnifies the contents of the window
Ctrl + -	zoom out	reduces the size of the contents of the window
Ctrl + Ins	(none)	copy text to clipboard (very old school)
Shift + Del	(none)	cut text to clipboard (very old school)
Shift + Ins	(none)	paste text from clipboard (very old school)

Common to Many Applications

These are common in frequently-used applications (such as browsers), but are not universal. Tabs, for example, are very common in browsers, but (on MS Windows, at least) uncommon in other applications.

Shortcut	Meaning	What it does
`Ctrl`+`D`	(none)	bookmark tab (`Ctrl`+`B` was taken)
`Ctrl`+`H`	history	opens browsing history
`Ctrl`+`T`	new tab	opens a new tab (usually browsers)
`Ctrl`+`W`	close window	close tab or window (but not the program)
`Ctrl`+`0`	reset size	resets the view size to default (zero, not O)
`Ctrl`+`Tab`	(nothing)	switch between browser tabs (similar to how `Alt`+`Tab` switches between windows)
`Ctrl`+`PgDn`	(nothing)	switch between browser tabs
`Ctrl`+`PgUp`	(nothing)	switch between browser tabs (in reverse)
`F5`	(nothing)	refresh (reload) the page
`Shift`+`Ctrl`+`Tab`	(nothing)	switch between browser tabs (in reverse)

Editing Text

These are great time savers when working on text or word processor documents, spreadsheets, presentation slides, and similar.

Shortcut	Meaning	What it does
`Ctrl`+`B`	bold	makes selected text bold font
`Ctrl`+`H`	find & replace	for some editors
`Ctrl`+`I`	italics	makes selected text italic font
`Ctrl`+`U`	underline	underlines the selected text
`Ctrl`+`1`	heading 1	applies heading 1 style to current paragraph (LibreOffice Writer)

Shortcut	Meaning	What it does
`Ctrl`+`2`	heading 2	applies heading 2 style to current paragraph (LibreOffice Writer)
`Ctrl`+`Alt`+`1`	heading 1	apply heading 1 style to current paragraph (Google Docs)
`Ctrl`+`Alt`+`2`	heading 2	apply heading 2 style to current paragraph (Google Docs)

Moving & Selecting

Using these shortcuts to move the cursor and select text is fast and frees you from the mouse. They are game changers when editing documents.

Shortcut	What it does
`Ctrl`+`←` / `→`	*moves* left or right a **word** at a time.
`Ctrl`+`↑` / `↓`	*moves* up or down a **paragraph** at a time.
`Shift`+`←` / `→`	*selects* left or right a **character** at a time.
`Shift`+`↑` / `↓`	*selects* up or down a **line** at a time.

Put the previous shortcuts together for a paradigm shift! These shortcuts allow you to easily, quickly, and precisely select regions of text to copy (`Ctrl`+`C`), cut (`Ctrl`+`X`), or delete (`←`). With `Ctrl`+`V` to paste, you can do a lot of editing quickly — without using the mouse at all.

Shortcut	What it does
`Shift`+`Ctrl`+`←` / `→`	*selects* left or right ***a word*** at a time.
`Shift`+`Ctrl`+`↑` / `↓`	*selects* up or down ***a paragraph*** at a time.

The selection is persistent enough, so you can switch between, for example, `Shift`+`↑` and `Shift`+`Ctrl`+`←`, to select a line and then a few more words. Bye-bye mouse!

Keyboard + Mouse

Hello mouse! Keyboard + mouse click shortcuts are also a thing. These are mostly for selecting files in a file manager or an "Open file" dialog.

`LMB` means "click the **L**eft **M**ouse **B**utton".

Key + Mouse	What it does
`Ctrl`+`LMB`	selects several separate items. LibreOffice Writer will also let you select words (`Ctrl` + `LMB` + `LMB` on word) this way — great for quickly applying formatting to several words.
`Shift`+`LMB`	selects all the items between two items. Single left click the first normally, then press `Shift` and then `LMB` on the final item. Everything in between will also be selected, automagically.

OS Level

These are for managing windows, starting programs, that sort of thing.

Shortcut	What it does
`Alt`+`Tab`	changes to another window (`⌘`+`Tab` on Mac OSX)
`Shift`+`Alt`+`Tab`	changes to another window (in reverse)
`Win`	on MS Windows 10, push the `Windows key` and type the name of the program you want. It should appear in the start menu.
`Alt`+`F4`	kills (quits) the active window. If no windows are open, it will bring up the Shutdown menu.
`Ctrl`+`PrtSc`	takes a screenshot (`Shift`+`⌘`+`3` on Mac)

More shortcuts and explanations are available at Wikipedia:
https://en.wikipedia.org/wiki/Table_of_keyboard_shortcuts

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