NAPLES COMPUTERS HOW-TO · PC & MAC BASICS

Keyboard Shortcuts Everyone Should Know

A handful of keyboard shortcuts cover almost everything you do every day, and they're faster than reaching for the mouse. This guide covers six to start with, on both Windows and Mac.

Why bother learning them

Just a handful of these cover almost everything you do every day.

Faster than the mouse
No clicking through menus, just a quick key combo.

Work almost everywhere
The same shortcuts work in most apps and websites.

Only a few are worth memorizing
You don't need dozens, just the handful that come up constantly.

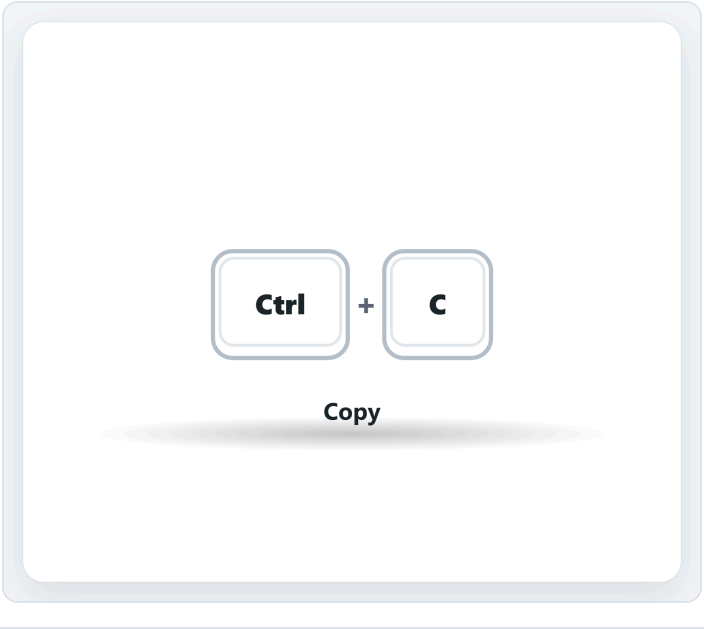
Keyboard shortcuts everyone should know

KEYBOARD SHORTCUTS

Still right-clicking for everything?

A handful of keyboard shortcuts save real time, every single day.

WHAT TO DO
We're Naples Computers, helping Naples families with this since 1993.



COPY & PASTE

1 Copy and paste

Ctrl+C copies whatever's selected, Ctrl+V pastes it wherever your cursor is.

WHAT TO DO

On a Mac, use Cmd instead of Ctrl for all of these.

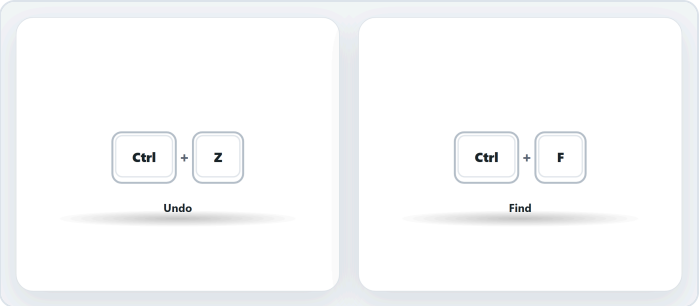
UNDO & FIND

2 Undo and find

Ctrl+Z undoes your last action, Ctrl+F searches the page or document you're on.

WHAT TO DO

Ctrl+Z works again and again, undoing one step further back each time.



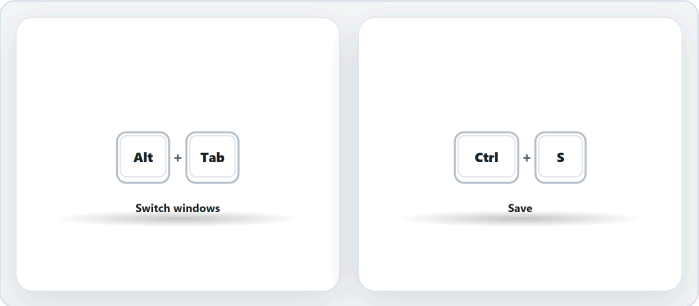
SWITCH & SAVE

3 Switch windows and save

Alt+Tab jumps between open windows, Ctrl+S saves whatever you're working on.

WHAT TO DO

On a Mac, use Cmd+Tab to switch windows instead.



A few tips

- [ ] Mac swaps Cmd for Ctrl
  Almost every shortcut here works the same way, just with a different key
- [ ] Save often with Ctrl+S or Cmd+S
  A quick habit that can save you from losing work
- [ ] Don't try to memorize them all at once
  Start with these six, and pick up more naturally over time

Recap: keyboard shortcuts

- [ ] Ctrl+C and Ctrl+V: copy and paste
- [ ] Ctrl+Z and Ctrl+F: undo and find
- [ ] Alt+Tab and Ctrl+S: switch windows and save
- [ ] On a Mac, use Cmd instead of Ctrl
- [ ] Want more tips like these? Call Naples Computers

Save often with Ctrl+S (or Cmd+S on a Mac), it's a quick habit that can save you from losing work if something goes wrong.

Want more time-saving tips?

Call 239-513-1960

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