

Keyboard Shortcuts

Six shortcuts to know, Windows and Mac.



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1 Select Something First

Highlight the text or file you want to **act on**.



Copy

2 Press Ctrl+C to Copy

On a Mac, use **Cmd+C** instead.



Copy

3 Press Ctrl+V to Paste

Drops it wherever your **cursor is**.



Paste

4 Press Ctrl+Z to Undo

Works **again and again**, one step further back each time.



Undo

5 Press Ctrl+F to Find

Searches the **page or document** you're on.



Find

6 Press Alt+Tab to Switch Windows

On a Mac, it's **Cmd+Tab** instead.



Switch windows

7 Press Ctrl+S to Save

A quick habit that can **save your work**.



Save

8 Keep Using Them

They work in **most apps and websites**, not just one program.



Save



Good to Know

- On a Mac, swap Cmd in for Ctrl, everything else works the same way.
- Don't try to memorize them all at once, start with these six.
- Want more tips like these? Call **239-513-1960**.



Need Help?

Contact Naples Computers

239-513-1960

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