Basic Computer Commands

Windows Computer

Command	Action
Ctrl + Y	Redo an action.
Ctrl + Right arrow	The cursor to the beginning of the next word.
Ctrl + Left arrow	Move the cursor to the beginning of the previous word.
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph.
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph.
Windows logo key + Tab	Open Task view.
Windows logo key + Ctrl + D	Add a virtual desktop.
Windows logo key + Ctrl + Right/Left arrow	Switch between virtual desktops that you have created on the right.
Windows logo key + Ctrl + F4	Close the virtual desktop you are using.
Shift + click a taskbar button	Open an app or quickly open another instance of an app.
Ctrl + Shift + click a taskbar button	Open an app as an administrator.
Shift + right-click a taskbar button	Show the window menu for the app.
Shift + right-click a grouped taskbar button	Show the window menu for the group.

Ctrl + click a grouped taskbar button   Cycle through the windows of the group.

MAC Computer

Command	Action
Command-C	Copy the selected item to the Clipboard.
Command-V	Paste the contents of the Clipboard into the current document or app.
Command-Z	Undo the previous command.
Command-Shift-Z	To redo
Command-A	Select all items.
Command-F	Open a Find window, or find items in a document.
Command-G	Find the next occurrence of the item you are searching.
Command-Shift-G	To find the previous occurrence.
Command-H	Hide the windows of the front app.
Command-Option-H	To view the front app but hide all other apps.
Command-M	Minimize the front window to the Dock.
Command-Option-M	To minimize all windows of the front app.
Command-N	Open a new document or window.
Command-O	Open the selected item, or open a dialog to select a file to open.
Command-P	Print the current document.
Command-S	Save the current document.
Command-W	Close the front window.
Command-Option-W	To close all windows of the app.
Command-Q	Quit the current app.
Command-Option-Esc	Choose an app to Force Quit.

Command-Tab	Switch to the next most recently used app among your open apps.
Command-Shift-5	Open the Screenshot utility. You can also take screenshots using the following shortcuts:
Command-Shift-3	Take a screenshot of the entire screen.
Command-Shift-4	Take a screenshot of a selected area of the screen.