TIME SAVERS

KEYBOARD SHORTCUTS



COUNTYMICRO
YOUR TRUSTED IT SOLUTIONS PARTNER

WINDOWS PC
KEYBOARD SHORTCUTS

Open Task Manager



Ctrl + Shift + Esc

Get help



⊞ + F1

Move a window to another monitor



⊞ + Shift + ◄ / ►

Toggle between windows



Alt + Tab

Open the StartUp Manager (reboot the OS, Security)



Ctrl + Alt + Delete

Lock your screen



⊞ + L

Make a new folder



Ctrl + Shift + N

APPLE MAC
KEYBOARD SHORTCUTS

Fast shut down

Ctrl + ⌥ + ⌘ + ⏏

Close a window

⌘ + W

Take a screenshot

⌘ + Shift + 3

Toggle between programs

⌘ + Tab

Put your computer to sleep

Shift + Ctrl + ⏻

Open the help menu

⌘ + Shift + ?

Zoom in / Zoom out

⌘ + ⌥ + + / -

MICROSOFT WORD
KEYBOARD SHORTCUTS

Copy
Ctrl + C
⌘ + C

Paste
Ctrl + V
⌘ + V

Spellcheck
F7
F7

Capitalization
Shift + F3
Shift + F3

Apply normal paragraph style
Ctrl + Shift + N
⌘ + Shift + N

Repeat most recent action
F4
Shift + F4

Delete previous word
Ctrl + ←
⌘ + Delete

Save
Ctrl + S
⌘ + S

Open
Ctrl + O
⌘ + O

MICROSOFT EXCEL
KEYBOARD SHORTCUTS

Copy
Ctrl + C
⌘ + C

Paste
Ctrl + V
⌘ + V

Select entire row
Shift + Space
Shift + Space

Format
Ctrl + 1
⌘ + 1

Insert new worksheet
Shift + F11
Fn + Shift + F11

Create new workbook
Ctrl + N
⌘ + N

Select entire column
Ctrl + Space
⌘ + Space

Save
Ctrl + S
⌘ + S

Open
Ctrl + O
⌘ + O

GOOGLE CHROME
KEYBOARD SHORTCUTS

Reopen most recently closed tab

Ctrl + Shift + T

⌘ + Shift + T

Find something

Ctrl + F

⌘ + F

Drop your cursor into and highlight the URL bar

Ctrl + L

⌘ + L

Save a page as a bookmark

Ctrl + D

⌘ + D

Open a new "incognito" window

Shift + Ctrl + N

⌘ + Shift + N

Open new tab/
Open new window

Ctrl + T

⌘ + T

Refresh page

Ctrl + R

⌘ + R

Ctrl + N

⌘ + N

GMAIL
KEYBOARD SHORTCUTS

Mark a message as ”unread”



Shift + U

Shift + U

Mark a message as ”read



Shift + I

Shift + I

Add cc recipients



Shift + Ctrl + C

⌘ + Shift + C

Open compose window



D

D

Make your text bold/ italicized/ underlined



Ctrl + B / I / U

⌘ + Ctrl + B / I / U

Move to next/ previous email



K / J

K / J

Add bcc recipients



Shift + Ctrl + B

⌘ + Shift + B

Report spam



!

!

Send your message



Tab + Enter

Tab + Enter