|  |
| --- |
|  Keyboard Shortcuts for PC |
| **To do this** | **Press** |
| Save a document | CTRL+S |
| Create a new document | CTRL+N |
| Print a document | CTRL+P |
| Copy text or object | CTRL+C |
| Cut text or object | CTRL+X |
| Paste text or object | CTRL+V |
| Make letters **bold** | CTRL+B |
| Make letters *italic* | CTRL+I |
| Make letters underline | CTRL+U |
| Undo the last action | CTRL+Z |
| Redo the last action | CTRL+Y |
| Go to beginning of doc. | HOME |
| Go to end of document | END |
| Insert a hyperlink | CTRL+K |
| Screenshot to clipboard | Print Screen |
| To lock your computer | Windows Logo+L |
| View PowerPoint slideshow | F5 |

|  |
| --- |
|  Keyboard Shortcuts for Mac |
| **To do this** | **Press** |
| Save a document | Command+S |
| Create a new document | Command+N |
| Print a document | Command+P |
| Copy text or object | Command+C |
| Cut text or object | Command+X |
| Paste text or object | Command+V |
| Make letters **bold** | Command+B |
| Make letters *italic* | Command+I |
| Make letters underline | Command+U |
| Undo the last action | Command+Z |
| Redo the last action | Command+Y |
| Go to beginning of doc. | Command+Home |
| Go to end of document | Command+End |
| Force quit | Command+Control+Power |
| Screenshot to clipboard | Command+Shift+3 |
| Picture of window | Command+Shift+4+Spacebar |
| Zoom in | Command+ |
| Zoom out | Command- |
| Eject | Command+E |
| Quit a program | Command+Q |
| New tab in Safari | Command+T |
| View PowerPoint slideshow | F5 |

#### Hint: The command key is the one that people often call "open apple" and is found on either side of the space bar.