

# Unleash Your Keyboard Prowess: A Comprehensive Guide to Computer Shortcuts

In the fast-paced world of computing, where time is of the essence, mastering computer shortcuts is an indispensable skill. These keyboard combinations allow you to perform a wide range of tasks with lightning speed, streamlining your workflow and maximizing efficiency. This comprehensive guide will empower you with an in-depth understanding of shortcuts across different operating systems and software applications, enabling you to unleash the full potential of your digital tools.



## Computer Shortcuts (Speedy Study Guides)

by Jeneveir Evans

★★★★★ 5 out of 5

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## Operating System Shortcuts

### ### Microsoft Windows

- **Copy:** Ctrl + C - **Paste:** Ctrl + V - **Cut:** Ctrl + X - **Undo:** Ctrl + Z - **Redo:** Ctrl + Y - **Select All:** Ctrl + A - **Find:** Ctrl + F - **Save:** Ctrl + S - **Close:** Alt + F4 - **Refresh:** F5 - **Lock Screen:** Win + L - **Sign Out:** Win + L, then Enter - **Task Manager:** Ctrl + Shift + Esc

### ### Apple macOS

- **Copy:** Command + C - **Paste:** Command + V - **Cut:** Command + X - **Undo:** Command + Z - **Redo:** Command + Shift + Z - **Select All:** Command + A - **Find:** Command + F - **Save:** Command + S - **Close:** Command + W - **Refresh:** Command + R - **Lock Screen:** Control + Shift + Power - **Sign Out:** Command + Shift + Q - **Launchpad:** F4

## Software Application Shortcuts

### ### Microsoft Word

- **Create a new document:** Ctrl + N - **Open a document:** Ctrl + O - **Save a document:** Ctrl + S - **Close a document:** Ctrl + W - **Bold:** Ctrl + B - **Italicize:** Ctrl + I - **Underline:** Ctrl + U - **Copy:** Ctrl + C - **Paste:** Ctrl + V - **Cut:** Ctrl + X - **Undo:** Ctrl +



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