

COMPUTING · GRADES 3–5

Keyboard Shortcuts

Type smarter, not harder

Essential shortcuts

What it does	PC	Mac
Copy	Ctrl + C	Cmd + C
Paste	Ctrl + V	Cmd + V
Cut	Ctrl + X	Cmd + X
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y	Cmd + Shift + Z
Save	Ctrl + S	Cmd + S
Print	Ctrl + P	Cmd + P
Find on page	Ctrl + F	Cmd + F
Select all	Ctrl + A	Cmd + A
Switch app	Alt + Tab	Cmd + Tab
New tab	Ctrl + T	Cmd + T
Close tab	Ctrl + W	Cmd + W
Refresh page	F5	Cmd + R
Bold / Italic / Underline	Ctrl + B / I / U	Cmd + B / I / U

Practice tip



Pick THREE shortcuts to learn this week. Use them every chance you get. Once they're automatic, learn three more. The ones that save you the most time over a school year? Copy, Paste, Save and Undo.

