

“Computer Skills for Grown Folks”: Keyboard Shortcuts

Select All	Cntrl + A
Print	Cntrl + P
Copy	Cntrl + C
Cut	Cntrl + X
Paste	Cntrl + V
New Tab	Cntrl + T
New Document, New Browser, New Window	Cntrl + N
Close Tab, Close Window	Cntrl + W
Undo	Cntrl + Z
Refresh, Reload	Cntrl + R
Find	Cntrl + F
Bold	Cntrl + B
Italic	Cntrl + I
Underline	Cntrl + U
Emojies	Windows+.
Go to Desktop	Windows+D
Dictation	Windows+H
Upload profile Photo	Settings\Accounts\Your Info\Create Your Picture