Shortcut card

Hold the first key down, tap the next, then let go of both. Print Screen may be marked **PrtSc** or **PrtScn** on your keyboard.

To do this	Windows	Mac
Everyday		
Select everything	**Ctrl + A**	**Command + A**
Copy	**Ctrl + C**	**Command + C**
Cut (to move)	**Ctrl + X**	**Command + X**
Paste	**Ctrl + V**	**Command + V**
Paste without formatting	**Ctrl + Shift + V**	**Command + Option + Shift + V**
Undo	**Ctrl + Z**	**Command + Z**
Redo	**Ctrl + Y**	**Command + Shift + Z**
Save	**Ctrl + S**	**Command + S**
Print	**Ctrl + P**	**Command + P**
Find a word	**Ctrl + F**	**Command + F**
Switch windows	**Alt + Tab**	**Command + Tab**
Lock the screen	**Windows + L**	**Control + Command + Q**
Web browser		
New tab / close tab	**Ctrl + T / Ctrl + W**	**Command + T / Command + W**
Reopen a closed tab	**Ctrl + Shift + T**	**Command + Shift + T**
Bookmark this page	**Ctrl + D**	**Command + D**
Refresh the page fully	**Ctrl + Shift + R**	**Command + Shift + R (Safari: Command + Option + R)**
Clear browsing history	**Ctrl + Shift + Delete**	**Command + Shift + Delete**
Files and folders		

Open your files	**Windows + E (File Explorer)**	**Click Finder in the Dock**
Search your computer	**Windows key, then type**	**Command + Space bar**
New folder	**Ctrl + Shift + N**	**Shift + Command + N**
Move a file	**Ctrl + X, then Ctrl + V**	**Command + C, then Command + Option + V**
Screenshots		
Part of the screen	**Windows + Shift + S**	**Command + Shift + 4**
The whole screen (saved as a picture)	**Windows + Print Screen**	**Command + Shift + 3**
One window	**Alt + Print Screen, then paste**	**Command + Shift + 4, then Space bar**
All screenshot options	**Windows + Shift + S**	**Command + Shift + 5**
A whole web page	**Ctrl + Shift + S (in Microsoft Edge)**	**Command + P, then Save as PDF**
When something freezes		
Close a frozen program	**Ctrl + Shift + Esc, then End task**	**Command + Option + Esc, then Force Quit**

Selecting files: Ctrl + click (Command + click on a Mac) picks particular files. Shift + click picks a run of files in a row.

Phone shortcuts

1. Select a word: double tap it. Select everything: tap Select All in the menu.
2. Move the cursor: iPhone, press and hold the space bar and slide. Android, slide along the space bar.
3. Full stop: tap the space bar twice at the end of a sentence.
4. Undo typing on iPhone: swipe left with three fingers, or shake and tap Undo.
5. Camera fast: iPhone, swipe left on the lock screen. Many Android phones, press the power button twice.

We will never ask you for your password or a code.