

Computer Shortcut Keys

This **Computer Shortcut Keys** brings you the **latest A to Z collection of keyboard shortcuts** for Windows and Mac. With over **100+ powerful shortcut keys**, this guide helps you **work smarter and faster**—perfect for students, teachers and professionals.

Learn all essential shortcuts for **copy, paste, save, undo, print, refresh, zoom**, and many more daily computer tasks. Whether you're using Windows 10, Windows 11 or macOS, these shortcuts will **save your time and improve workflow instantly**.

Function	Windows Shortcut	Mac Shortcut
Copy	Ctrl + C	Command + C
Cut	Ctrl + X	Command + X
Paste	Ctrl + V	Command + V
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Shift + Command + Z
Select All	Ctrl + A	Command + A
Find	Ctrl + F	Command + F
Replace	Ctrl + H	Command + Shift + H
Save	Ctrl + S	Command + S
Print	Ctrl + P	Command + P
New File	Ctrl + N	Command + N
Open File	Ctrl + O	Command + O
Close Window	Alt + F4	Command + W
Quit Application	Ctrl + Q	Command + Q
Refresh / Reload	F5	Command + R
Bold	Ctrl + B	Command + B
Italic	Ctrl + I	Command + I
Underline	Ctrl + U	Command + U
Center Align	Ctrl + E	Command + E
Left Align	Ctrl + L	Command + L
Right Align	Ctrl + R	Command + R
Open New Tab (Browser)	Ctrl + T	Command + T
Reopen Closed Tab	Ctrl + Shift + T	Command + Shift + T
Bookmark Page	Ctrl + D	Command + D
Open History	Ctrl + H	Command + Y
Open Downloads	Ctrl + J	Command + Option + L
Open Task Manager	Ctrl + Shift + Esc	Command + Option + Esc
Switch Between Apps	Alt + Tab	Command + Tab
Minimize Window	Windows + Down Arrow	Command + M
Maximize Window	Windows + Up Arrow	Command + Control + F
Lock Screen	Windows + L	Control + Command + Q
Screenshot	PrtScn or Windows + Shift + S	Command + Shift + 3 (or 4)
Delete Permanently	Shift + Delete	Command + Delete
Rename File	F2	Return (when file selected)
Open Properties	Alt + Enter	Command + I
Search in File Explorer	Ctrl + E	Command + F

Run Command	Windows + R	Command + Space (Spotlight)
Show Desktop	Windows + D	F11 or Command + F3
Zoom In	Ctrl + Plus (+)	Command + Plus (+)
Zoom Out	Ctrl + Minus (-)	Command + Minus (-)
Restore Default Zoom	Ctrl + 0	Command + 0
New Folder	Ctrl + Shift + N	Command + Shift + N
Open Settings	Windows + I	Command + Comma (,)
Task View	Windows + Tab	Mission Control (F3)
File Explorer	Windows + E	Command + Option + Space
Help	F1	Command + ?





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