



Shortcuts 2

Quick Reference Guide



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Useful Shortcuts

- **Ctrl + P** → Print
- **Ctrl + A** → Select all
- **Ctrl + F** → Find
- **Ctrl + Tab** → Switch between open tabs
- **Alt + Tab** → Switch between open applications

Print (Ctrl + P)

- Open your document, spreadsheet, or webpage.
- Press **Ctrl + P** to open the print menu.
- Adjust settings, like the number of copies.
- Check the preview to make sure it looks right.
- Click **"Print"** or press **"Enter"** to start printing.

Finding Text (Ctrl + F)

1. Open your document or webpage.
2. Press **Ctrl + F** to open the search bar.
3. Type the word or phrase you want to find.
4. Matching text will be highlighted.
5. Press **"Esc"** or close the search bar when done.

Selecting All (Ctrl + A)

1. Open your document, email, or webpage where you want to select the content.
2. Click inside the document or webpage to ensure it's active and ready for selection.
3. Press **Ctrl + A** to select all content within the active window, including text, images, and other elements.

After Selecting Everything You Can

- **Copy** the content using **Ctrl + C**.
- **Cut** the content with **Ctrl + X**.
- **Delete** the selected content with the Delete key.
- **Format** the selection (change font, colour, or other styles).

Deselecting Content

- To deselect, click anywhere outside the selected area or press **"Esc"**.

Tip: Using **Ctrl + A** quickly highlights everything in a document or webpage, making it easier to copy, edit, or format large sections of content.

Switch Tabs (Ctrl + Tab)

1. Open multiple tabs in your web browser.
2. Press **Ctrl + Tab** to move to the next tab.
3. Keep pressing to cycle through tabs in order.

Switch Apps (Alt + Tab)

1. Open multiple applications.
2. Press **Alt + Tab** to see open apps.
3. Keep holding Alt and tap Tab to cycle through them.
4. Release Alt to switch to the highlighted app.