



Shortcuts 1

Quick Reference Guide



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Mastering keyboard shortcuts can significantly boost your productivity by making everyday tasks quicker and more efficient. Some of the most essential shortcuts — `Ctrl + C`(Copy), `Ctrl + X`(Cut), `Ctrl + V`(Paste), `Ctrl + Z`(Undo), and `Ctrl + S`(Save) — help streamline your workflow, whether you're working on documents, emails, or spreadsheets. These simple yet powerful keystrokes allow you to efficiently manage content, correct mistakes, and ensure your work is saved with ease. Incorporating these shortcuts into your daily routine can save time and effort.

Useful Shortcuts

- `Ctrl + C` → Copy
- `Ctrl + X` → Cut
- `Ctrl + V` → Paste
- `Ctrl + Z` → Undo
- `Ctrl + S` → Save

Copy and Paste (`Ctrl + C`, `Ctrl + V`)

1. **Select the text** using your mouse or keyboard.
2. **Copy** by pressing `Ctrl + C`.
3. **Paste** by pressing `Ctrl + V` where you want to insert the text.
4. Repeat as needed — `Ctrl + V` pastes multiple times.

Cut and Paste (`Ctrl + X`, `Ctrl + V`)

1. **Select the text** you want to move.
 2. **Cut** by pressing `Ctrl + X` (removes it from the original spot).
 3. **Paste** by pressing `Ctrl + V` in a new location.
- Repeat until you copy or cut something new.

Undo (`Ctrl + Z`)

- Press `Ctrl + Z` to undo your last action.
- Keep pressing it to undo multiple actions.
- If you undo by mistake, press `Ctrl + Y` to redo.

Save (`Ctrl + S`)

- Press `Ctrl + S` to save your work.
- If saving for the first time, choose a location and filename.
- Save frequently to avoid losing progress.