

# Keyboard Shortcuts Cheat Sheet

Windows and Mac side by side, for everyday work, Excel, Word, browsers and online meetings

From our Digital Skills, Excel & AI Training

Most of us reach for the mouse to do things the keyboard can do in a fraction of the time. You do not need to learn all of these. Pick five, use them for a week until your fingers remember them, then pick five more. Print this sheet and keep it beside your computer, or save it on your phone.

## Windows keys

**Ctrl** = Control · **Alt** · **Shift** · **Win** = the Windows logo key, bottom left · **PrtScn** = Print Screen, top right · **Esc** = Escape

Press the keys together: **Ctrl + C** means hold Ctrl, tap C, let go. **Ctrl + Shift + V** means hold Ctrl and Shift, then tap V.

## Mac keys

**Cmd** ⌘ Command · **Option** ⌥ (also marked Alt) · **Shift** ⇧ · **Ctrl** ^ Control · **Fn** or the Globe key, bottom left. The Mac key marked **Delete** works like Backspace on Windows.

The simplest rule: where Windows uses **Ctrl**, a Mac almost always uses **Cmd**. Function keys (F2, F7, F11) usually need **Fn** held down on a Mac laptop.

## Start here: five shortcuts to learn this week

**Ctrl + C** and **Ctrl + V** to copy and paste · **Ctrl + Z** to undo a mistake · **Ctrl + S** to save (press it often) · **Alt + Tab** to switch between open apps · **Win + Shift + S** to screenshot part of your screen. On a Mac: **Cmd + C**, **Cmd + V**, **Cmd + Z**, **Cmd + S**, **Cmd + Tab** and **Cmd + Shift + 4**.

01

## Everyday essentials

These work in almost every program: Word, Excel, email, browsers, WhatsApp on your computer, and more.

| Action                                     | Windows                                 | Mac                             |
|--------------------------------------------|-----------------------------------------|---------------------------------|
| Copy                                       | <b>Ctrl + C</b>                         | <b>Cmd + C</b>                  |
| Cut                                        | <b>Ctrl + X</b>                         | <b>Cmd + X</b>                  |
| Paste                                      | <b>Ctrl + V</b>                         | <b>Cmd + V</b>                  |
| Paste as plain text (drops the formatting) | <b>Ctrl + Shift + V</b>                 | <b>Cmd + Option + Shift + V</b> |
| Undo                                       | <b>Ctrl + Z</b>                         | <b>Cmd + Z</b>                  |
| Redo                                       | <b>Ctrl + Y</b>                         | <b>Cmd + Shift + Z</b>          |
| Select all                                 | <b>Ctrl + A</b>                         | <b>Cmd + A</b>                  |
| Save                                       | <b>Ctrl + S</b>                         | <b>Cmd + S</b>                  |
| Save as (new name or place)                | <b>Ctrl + Shift + S (F12 in Office)</b> | <b>Cmd + Shift + S</b>          |
| Print                                      | <b>Ctrl + P</b>                         | <b>Cmd + P</b>                  |
| Find                                       | <b>Ctrl + F</b>                         | <b>Cmd + F</b>                  |
| New file or document                       | <b>Ctrl + N</b>                         | <b>Cmd + N</b>                  |
| Open a file                                | <b>Ctrl + O</b>                         | <b>Cmd + O</b>                  |
| Close the file, tab or window              | <b>Ctrl + W</b>                         | <b>Cmd + W</b>                  |
| Bold / italic / underline                  | <b>Ctrl + B / I / U</b>                 | <b>Cmd + B / I / U</b>          |
| Insert a link                              | <b>Ctrl + K</b>                         | <b>Cmd + K</b>                  |
| Zoom in / zoom out / back to normal        | <b>Ctrl + Plus / Minus / 0</b>          | <b>Cmd + Plus / Minus / 0</b>   |

02

## Moving around and selecting text

Faster than dragging with the mouse, and far more accurate.

| Action                                     | Windows                   | Mac                     |
|--------------------------------------------|---------------------------|-------------------------|
| Jump to the start / end of the line        | Home / End                | Cmd + ← / Cmd + →       |
| Jump one word left / right                 | Ctrl + ← / Ctrl + →       | Option + ← / Option + → |
| Select one word at a time                  | Ctrl + Shift + ← / →      | Option + Shift + ← / →  |
| Select to the end of the line              | Shift + End               | Cmd + Shift + →         |
| Jump to the top / bottom of the document   | Ctrl + Home / Ctrl + End  | Cmd + ↑ / Cmd + ↓       |
| Select to the top / bottom of the document | Ctrl + Shift + Home / End | Cmd + Shift + ↑ / ↓     |
| Delete the whole word before the cursor    | Ctrl + Backspace          | Option + Delete         |
| Delete the character after the cursor      | Delete                    | Fn + Delete             |

### Mouse tricks that save time too

Double-click a word to select it. Triple-click to select the whole paragraph. Click at one point, then hold Shift and click at another point to select everything in between.

03

## Your desktop, windows and screenshots

Switching, snapping, locking and capturing your screen.

| Action                                            | Windows                               | Mac                                    |
|---------------------------------------------------|---------------------------------------|----------------------------------------|
| Switch between open apps                          | Alt + Tab                             | Cmd + Tab                              |
| Switch between windows of the same app            | Alt + Tab (all windows show)          | Cmd + ` (the key above Tab)            |
| Close the window / quit the app                   | Alt + F4                              | Cmd + W (window) / Cmd + Q (quit)      |
| Minimise the window                               | Win + ↓                               | Cmd + M                                |
| Snap the window to the left / right half          | Win + ← / Win + →                     | Fn + Ctrl + ← / → (macOS 15 or later)  |
| Show the desktop                                  | Win + D                               | Fn + F11                               |
| Search your computer                              | Win + S                               | Cmd + Space                            |
| Lock the screen (every time you walk away)        | Win + L                               | Cmd + Ctrl + Q                         |
| Screenshot of the whole screen                    | PrtScn (copies), Win + PrtScn (saves) | Cmd + Shift + 3                        |
| Screenshot of part of the screen                  | Win + Shift + S                       | Cmd + Shift + 4                        |
| Record your screen                                | Win + Alt + R                         | Cmd + Shift + 5                        |
| Force quit a frozen app                           | Ctrl + Shift + Esc (Task Manager)     | Cmd + Option + Esc                     |
| See things you copied earlier (clipboard history) | Win + V                               | Not built in                           |
| Emoji and symbols                                 | Win + . (full stop)                   | Fn (Globe) or Cmd + Ctrl + Space       |
| Settings                                          | Win + I (Windows Settings)            | Cmd + , (settings for the current app) |

04

## Files and folders

In File Explorer on Windows and Finder on a Mac.

| Action                                          | Windows                                 | Mac                                     |
|-------------------------------------------------|-----------------------------------------|-----------------------------------------|
| Open File Explorer / a new Finder window        | Win + E                                 | Cmd + N (while in Finder)               |
| Rename the selected file                        | F2                                      | Return                                  |
| Open the selected file                          | Enter                                   | Cmd + ↓ or Cmd + O                      |
| Delete (goes to the Recycle Bin / Bin)          | Delete                                  | Cmd + Delete                            |
| Delete permanently (no Recycle Bin, be careful) | Shift + Delete                          | Cmd + Option + Delete                   |
| New folder                                      | Ctrl + Shift + N                        | Cmd + Shift + N                         |
| File details (Properties / Get Info)            | Alt + Enter                             | Cmd + I                                 |
| Go up one folder                                | Alt + ↑                                 | Cmd + ↑                                 |
| Go back / forward                               | Alt + ← / Alt + →                       | Cmd + [ / Cmd + ]                       |
| Select several files one at a time              | Ctrl + click each file                  | Cmd + click each file                   |
| Select a whole run of files                     | Click the first, Shift + click the last | Click the first, Shift + click the last |
| Quick preview without opening                   | Alt + P (preview pane)                  | Space (Quick Look)                      |
| Move a file (not copy) to another folder        | Ctrl + X, then Ctrl + V                 | Cmd + C, then Cmd + Option + V          |

05

## Web browsers

Chrome, Edge and Safari. Also useful for Gmail, Facebook, online banking and government portals.

| Action                             | Windows                                   | Mac                                        |
|------------------------------------|-------------------------------------------|--------------------------------------------|
| New tab                            | Ctrl + T                                  | Cmd + T                                    |
| Close the tab                      | Ctrl + W                                  | Cmd + W                                    |
| Reopen the tab you just closed     | Ctrl + Shift + T                          | Cmd + Shift + T                            |
| Next / previous tab                | Ctrl + Tab / Ctrl + Shift + Tab           | Ctrl + Tab / Ctrl + Shift + Tab            |
| Jump to a tab by position (1 to 8) | Ctrl + 1 to Ctrl + 8                      | Cmd + 1 to Cmd + 8                         |
| Jump to the address bar            | Ctrl + L                                  | Cmd + L                                    |
| Reload the page                    | F5 or Ctrl + R                            | Cmd + R                                    |
| Back / forward                     | Alt + ← / Alt + →                         | Cmd + [ / Cmd + ]                          |
| Open a link in a new tab           | Ctrl + click the link                     | Cmd + click the link                       |
| Bookmark this page                 | Ctrl + D                                  | Cmd + D                                    |
| Scroll a whole screen down / up    | Space / Shift + Space                     | Space / Shift + Space                      |
| Private or incognito window        | Ctrl + Shift + N (Edge: Ctrl + Shift + P) | Cmd + Shift + N                            |
| History                            | Ctrl + H                                  | Cmd + Y                                    |
| Downloads                          | Ctrl + J                                  | Cmd + Shift + J (Safari: Cmd + Option + L) |
| Full screen on / off               | F11                                       | Cmd + Ctrl + F                             |

06

## Microsoft Excel

The shortcuts we teach first in our Excel training. Most work in Google Sheets as well.

| Action                                      | Windows                      | Mac                          |
|---------------------------------------------|------------------------------|------------------------------|
| Jump to the edge of your data               | Ctrl + arrow key             | Cmd + arrow key              |
| Select to the edge of your data             | Ctrl + Shift + arrow key     | Cmd + Shift + arrow key      |
| Select the whole column / row               | Ctrl + Space / Shift + Space | Ctrl + Space / Shift + Space |
| Go to cell A1                               | Ctrl + Home                  | Fn + Ctrl + ←                |
| Edit the active cell                        | F2                           | Ctrl + U                     |
| New line inside a cell                      | Alt + Enter                  | Ctrl + Option + Return       |
| AutoSum                                     | Alt + =                      | Cmd + Shift + T              |
| Insert today's date                         | Ctrl + ;                     | Ctrl + ;                     |
| Insert the current time                     | Ctrl + Shift + ;             | Cmd + ;                      |
| Fill down / fill right                      | Ctrl + D / Ctrl + R          | Cmd + D / Cmd + R            |
| Format cells (numbers, borders, fill)       | Ctrl + 1                     | Cmd + 1                      |
| Insert a row or column (select it first)    | Ctrl + Shift + =             | Ctrl + I                     |
| Delete a row or column (select it first)    | Ctrl + Minus                 | Ctrl + Minus                 |
| Lock a cell reference in a formula (\$A\$1) | F4                           | Cmd + T                      |
| Next / previous worksheet                   | Ctrl + PgDn / Ctrl + PgUp    | Option + → / Option + ←      |
| Turn filters on / off                       | Ctrl + Shift + L             | Cmd + Shift + F              |
| Turn your data into a table                 | Ctrl + T                     | Ctrl + T                     |
| Show formulas instead of results            | Ctrl + ` (the key above Tab) | Ctrl + ` (the key above Tab) |
| Hide the row / column                       | Ctrl + 9 / Ctrl + 0          | Ctrl + 9 / Ctrl + 0          |
| Chart from selected data, on a new sheet    | F11                          | Fn + F11                     |
| Find and replace                            | Ctrl + H                     | Ctrl + H                     |

07

## Microsoft Word

For reports, proposals, letters and donor documents.

| Action                                   | Windows                                 | Mac                                   |
|------------------------------------------|-----------------------------------------|---------------------------------------|
| Find and replace                         | Ctrl + H                                | Cmd + Shift + H                       |
| Align left / centre / right / justify    | Ctrl + L / E / R / J                    | Cmd + L / E / R / J                   |
| Line spacing single / 1.5 / double       | Ctrl + 1 / 5 / 2                        | Cmd + 1 / 5 / 2                       |
| Font size bigger / smaller               | Ctrl + ] / Ctrl + [                     | Cmd + ] / Cmd + [                     |
| Heading 1 / 2 / 3                        | Ctrl + Alt + 1 / 2 / 3                  | Cmd + Option + 1 / 2 / 3              |
| Back to Normal text style                | Ctrl + Shift + N                        | Cmd + Shift + N                       |
| Bullet list                              | Ctrl + Shift + L                        | Cmd + Shift + L                       |
| Page break                               | Ctrl + Enter                            | Cmd + Return                          |
| Select a whole sentence                  | Ctrl + click in it                      | Cmd + click in it                     |
| Copy formatting, then paint it elsewhere | Ctrl + Shift + C, then Ctrl + Shift + V | Cmd + Shift + C, then Cmd + Shift + V |
| Spelling and grammar check               | F7                                      | Fn + F7                               |
| Track changes on / off                   | Ctrl + Shift + E                        | Cmd + Shift + E                       |
| Insert a comment                         | Ctrl + Alt + M                          | Cmd + Option + A                      |

08

## Online meetings

Zoom, Microsoft Teams and Google Meet. Handy when you cannot find the mute button fast enough.

| Action                       | Windows                   | Mac                       |
|------------------------------|---------------------------|---------------------------|
| Zoom: mute / unmute          | <b>Alt + A</b>            | <b>Cmd + Shift + A</b>    |
| Zoom: talk while muted       | <b>Hold the Space bar</b> | <b>Hold the Space bar</b> |
| Zoom: camera on / off        | <b>Alt + V</b>            | <b>Cmd + Shift + V</b>    |
| Zoom: share your screen      | <b>Alt + S</b>            | <b>Cmd + Shift + S</b>    |
| Teams: mute / unmute         | <b>Ctrl + Shift + M</b>   | <b>Cmd + Shift + M</b>    |
| Teams: camera on / off       | <b>Ctrl + Shift + O</b>   | <b>Cmd + Shift + O</b>    |
| Teams: raise your hand       | <b>Ctrl + Shift + K</b>   | <b>Cmd + Shift + K</b>    |
| Google Meet: mute / unmute   | <b>Ctrl + D</b>           | <b>Cmd + D</b>            |
| Google Meet: camera on / off | <b>Ctrl + E</b>           | <b>Cmd + E</b>            |

## My own shortcuts

Every program has a few of its own. Write down the ones you use most, so this sheet becomes yours.

| What it does | Windows | Mac |
|--------------|---------|-----|
|              |         |     |
|              |         |     |
|              |         |     |
|              |         |     |
|              |         |     |

## Want your whole team working this way?

Our Digital Skills, Excel & AI Training is practical and hands-on, delivered in Nuku'alofa or on your island, and shaped around the work your people actually do: budgets, reports, databases, email and the everyday tools that eat up their time.

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