

Keyboard Shortcuts Tips & Tricks

BEGINNER

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Cut, Copy and Paste with your keyboard

Cut (Cuts it from its previous location):

Press **Ctrl** and **X** on the keyboard at the **same time**

Copy (Cuts it from its previous location):

Press **Ctrl** and **C** on the keyboard at the **same time**

Paste (Paste what you have Cut or Copied):

Press **Ctrl** and **V** on the keyboard at the **same time**

Accidently paste in the wrong location?! Luckily there is a keyboard shortcut to Undo your mistakes and Redo them if you went a little too far Undoing the mistakes.

Undo & Redo

Undo (Undo an action):

Press **Ctrl** and **Z** at the **same time**

Redo (Redo something you've undone):

Press **Ctrl** and **Y** at the **same time**

Switching Applications

Switch Applications:

Press **Alt** and **Tab** at the **same time** (You can hold down Alt to see all your opened applications)

View all opened Applications:

Press **Windows Key** and **Tab** at the **same time**

Show or Hide the Desktop:

Press **Windows Key** and **D** at the **same time**

If you are about to jump into a meeting or leave your laptop for a long period of time it is a good idea for security reasons to lock your machine.

Security

Locking your Laptop:

Press **Windows Key** and **L** at the **same time**