

## Keyboard Shortcuts Tips & Tricks

Jack Yumulu - 2024-12-29 - Comments (0) - Keyboard Shortcuts Tips & Tricks

# 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 (This works nearly in every application)

### **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**

**Attachments**

- [Keyboard-Shortcuts-Tips-Tricks.pdf \(208.40 KB\)](#)