Guide-Keyboard Shortcuts

Accessibility

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## Web Browsers

| **Keyboard Action** | **Result** |
| --- | --- |
| Ctrl+N | Open a new window |
| Ctrl+T | Open a new tab (if your browser supports tabs) |
| Ctrl+W | Close the current window/tab |
| Ctrl+R | Refresh |
| Esc | Stop |
| Alt+LeftArrow | Back |
| Alt+RightArrow | Forward |
| PageUp | Move up a page |
| PageDown | Move down a page |
| Alt+Home | Go to your homepage |
| Alt+D | Move focus to the address bar to type in a URL |
| Ctrl+Enter | Add <http://www> and “.com” around an address |
| MiddleClick | Middle-clicking a tab will close it, even if it’s not the active tab |

## Windows

| **Keyboard Action** | **Result** |
| --- | --- |
| Alt+F4 | Exit the active window |
| Alt+Tab | Switch to the previous active window |
| Alt+Esc | Cycle through all open windows |
| Win+D | Show desktop (hit it again to show windows |

## Populi

| **Keyboard Action** | **Result** |
| --- | --- |
| Tab | Go forward through fields |
| Shift+Tab | Go backwards through fields |
| Return | Click |

## Documents and Files

| **Keyboard Action** | **Result** |
| --- | --- |
| Ctrl+N | Create a new document |
| Ctrl+O | Open an existing document |
| Ctrl+W | Close the current document |
| Ctrl+S | Saves the current document |
| Ctrl+P | Print the current document |

## Moving the Cursor

| **Keyboard Action** | **Result** |
| --- | --- |
| PageUp | Move the cursor up a page |
| PageDown | Move the cursor down a page |
| Home | Move the cursor to the beginning of the line |
| End | Move the cursor to the beginning of the document |
| Ctrl+Home | Move the cursor to the beginning of the document |
| Ctrl+End | Move the cursor to the end of the document |
| Ctrl+LeftArrow | Move the cursor left one word |
| Ctrl+RightArrow | Move the cursor right one word |

## Editing Text

| **Keyboard Action** | **Result** |
| --- | --- |
| Ctrl+B | Bold the selected text bold |
| Ctrl+I | Italicize the selected text italic |
| Ctrl+U | Underline the selected text |
| Ctrl+Backspace | Delete the previous word |
| Ctrl+Del | Delete the next word |
| Ctrl+F | Find some text in the current document |
| Ctrl+Z | Undo your last action. |

## Selecting Text

| **Keyboard Action** | **Result** |
| --- | --- |
| Shift+PageUp | Select everything between the cursor and a page previous |
| Shift+PageDown | Select everything between the cursor and a page after |
| Shift+Home | Select everything between the cursor and the beginning of the line |
| Shift+End | Select everything between the cursor and the end of the line |
| Shift+Ctrl+Home | Select everything between the cursor and the beginning of the document |
| Shift+Ctrl+End | Select everything between the cursor and the end of the document |
| Shift+Ctrl+LeftArrow | Select the word to the left |
| Shift+Ctrl+RightArrow | Select the word to the right |

## Using the Clipboard

| **Keyboard Action** | **Result** |
| --- | --- |
| Ctrl+C | Copy what’s selected |
| Ctrl+X | Cut what’s selected |
| Ctrl+ | Paste what you last copied or cut |
| Ctrl+A | Select all |