

The 20 Most Common Keyboard Shortcuts Everyone Should Know

Shortcut Description	Windows	Mac
Select the entire page	Ctrl + A	Cmd + A
Copy selected information	Ctrl + C	Cmd + C
Cut selected information	Ctrl + X	Cmd + X
Paste copied information	Ctrl + V	Cmd + V
Open a file	Ctrl + O	Cmd + O
Save a file	Ctrl + S	Cmd + S
Undo the last operation	Ctrl + Z	Cmd + Z
Redo the last operation	Ctrl + Y	Shift + Cmd + Z
Find text in the current document/page	Ctrl + F	Cmd + F
Task Manager	Ctrl + Shift + Esc	Alt + Cmd + Esc
Application Switcher	Alt + Tab	Cmd + Tab
Run an Application	Win + R	Cmd + Space
Minimize the current window	Win + ↓	Cmd + M
Minimize all windows	Win + M	Alt + Cmd + M
Jump to the application's menubar	F10	Shift + Cmd + /
Take a screenshot	Print Screen	Shift + Cmd + 3
Open a new browser tab	Ctrl + T	Cmd + T
Close the current browser tab	Ctrl + W	Cmd + W
Open a previously closed tab	Ctrl + Shift + T	Shift + Cmd + T
Focus and select web browser's address bar	Ctrl + L	Cmd + L