THE DAILY TECH TIP — INSIDER CHEAT SHEET

Essential Keyboard Shortcuts

The shortcuts you'll actually use, every day. Learn five at a time and they'll become second nature.

Windows

Shortcut	What it does
Ctrl + C / X / V	Copy, cut, paste the selected item
Ctrl + Z / Y	Undo / redo your last action
Ctrl + A / S	Select everything / save the current file
Alt + Tab	Switch between open apps (hold Alt, tap Tab)
Win + D	Show or hide the desktop
Win + L	Lock your PC instantly when you walk away
Win + E	Open File Explorer
Win + V	Open clipboard history to paste older copies

Windows, continued

Shortcut	What it does
Win + Shift + S	Take a screenshot of any part of the screen
Ctrl + Shift + Esc	Open Task Manager directly
Ctrl + T / W	Open a new browser tab / close the current tab
Ctrl + Shift + T	Reopen the last closed browser tab
Ctrl + F	Find text on the page or in a document
Win + Arrow keys	Snap a window left, right, or maximize
F2	Rename the selected file or folder
Alt + F4	Close the active window or app

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macOS

Shortcut	What it does
Cmd + C / X / V	Copy, cut, paste the selected item
Cmd + Z / Shift + Z	Undo / redo your last action
Cmd + A / S	Select everything / save the current file
Cmd + Tab	Switch between open apps
Cmd + Space	Open Spotlight search to find anything fast
Cmd + Q	Quit the current app completely
Cmd + W / T	Close the current window / open a new tab
Cmd + Shift + T	Reopen the last closed browser tab
Cmd + F	Find text on the page or in a document

macOS, continued

Shortcut	What it does
Cmd + ,	Open the current app's settings
Cmd + Shift + 3 / 4	Screenshot the full screen / a selected area
Option + Cmd + Esc	Force quit a frozen app
Cmd + Delete	Move the selected file to the Trash
Cmd + `	Switch windows within the same app
Return	Rename the selected file in Finder
Control + Cmd + Q	Lock your Mac instantly