

# Keyboard Shortcuts

Rich Carlson

Festival Bytes Computer Club

# Keyboard Shortcuts Make Life easier!

## Know your Modifier Keys in Windows:

- “ctrl” (Control)
- “fn” (Function)
- “alt” (Alternate)
- “shift” (Shift)
- “Start” (Windows Start Key)

# Modifier Keys on a Mac:

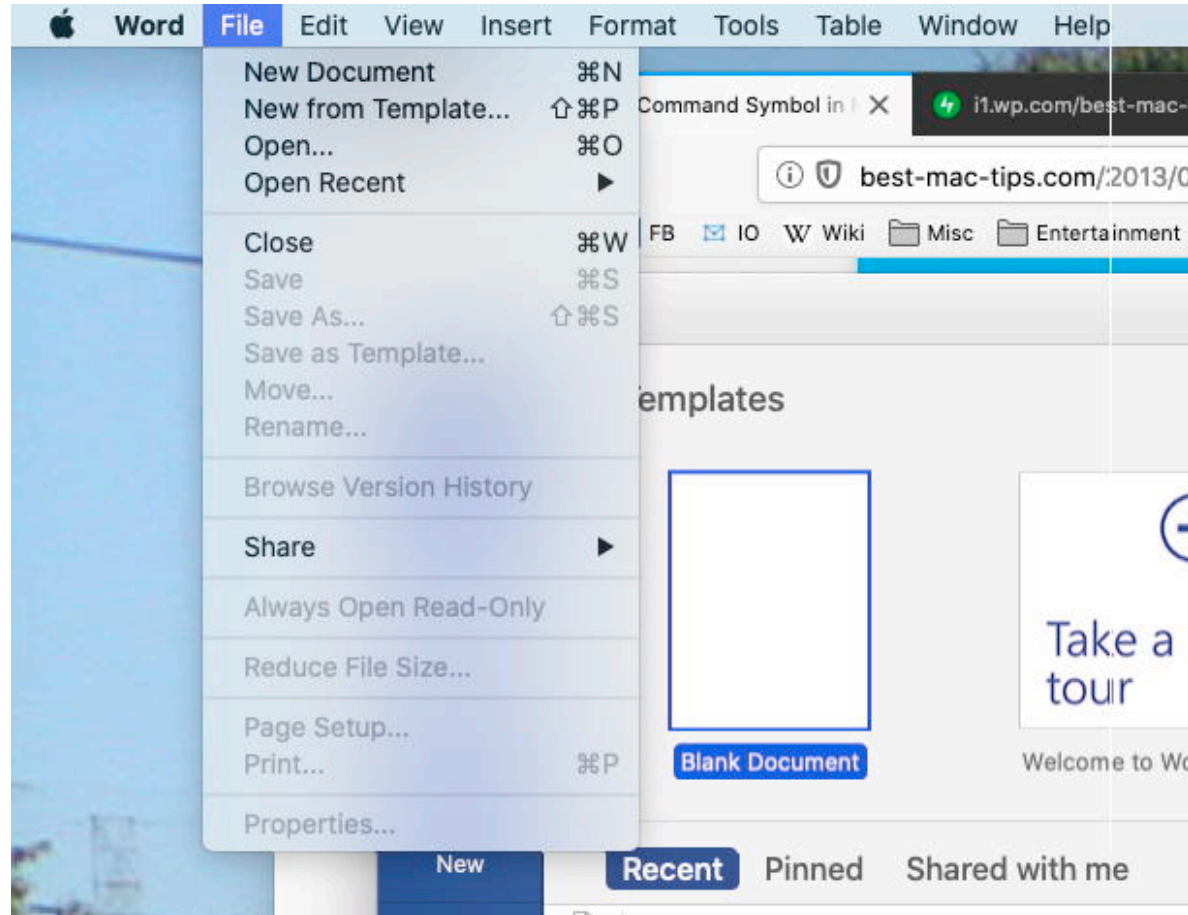
- “control” (Control) ^
- “option” (Option) ⌥
- “command” (Command) ⌘
- “shift” (Shift) ⇧

# What do Modifier Keys do?

They change the function or output of a different key.

- “Shift > a” makes it “A”
- Control > S (Mac Command > S) Saves.
- Can be different in different programs or Operating Systems
- Some are program specific, work on a Mac but not Windows etc.

# Check Menus for common keyboard shortcuts.



# Common Command (Control) keyboard shortcuts:

- Z Undo
- X Cut
- C Copy
- V Paste
- B Bold
- N New
- M Hide
- A Select All
- S Save
- D Duplicate or change font
- F Find
- G Find Next
- H Hide
- J Columns
- K Insert HyperLink
- L Align Left
- Q Quit
- W Close
- E Center Align
- R Right Align
- T Insert Tab
- Y Redo
- U Underline
- I Italics (or Get Info)
- O Open
- P Print