I Thought Everyone Knew This Trick: I Was Wrong

There’s a keyboard shortcut that I use daily. One so common that I thought everyone knew about it. But I found out the other day I was wrong. A friend accidentally deleted a paragraph she was working on and went to open a drop-down menu to see if “undo” was available. I said, “Why not just use Control Z?” She said, “What’s that do?”

To be fair, this was a very young friend, who actually doesn’t use a PC often. She’s more of a smartphone gal.

Well, in case you didn’t know, pressing the Ctrl key on the keyboard plus the Z key is just about magic. It will undo almost any action on a Windows PC. If you’re a touch typist, move the pinky from the a down to the Ctrl and your ring finger from S down to Z.

~ Cynthia