

Essential Computer Shortcut Keys

If you are looking for computer shortcut keys, we've curated a list of shortcut keys that you might need at your desk.

We've included a wide range of shortcuts you may need for different tasks, like general computer use, file and window management, browser shortcuts, text formatting, Windows operating system shortcuts, and Mac-specific shortcut keys.

Common Computer Shortcut Keys

Action	Windows Shortcut	macOS Shortcut
Copy	Ctrl + C	Command (⌘) + C
Cut	Ctrl + X	Command (⌘) + X
Paste	Ctrl + V	Command (⌘) + V
Undo	Ctrl + Z	Command (⌘) + Z
Redo	Ctrl + Y	Command (⌘) + Shift + Z
Select All	Ctrl + A	Command (⌘) + A
Find	Ctrl + F	Command (⌘) + F
Save	Ctrl + S	Command (⌘) + S
Print	Ctrl + P	Command (⌘) + P

Refresh	F5 or Ctrl + R	Command (⌘) + R
Open New Tab	Ctrl + T	Command (⌘) + T
Close Tab	Ctrl + W	Command (⌘) + W
Reopen Closed Tab	Ctrl + Shift + T	Command (⌘) + Shift + T
Open Incognito	Ctrl + Shift + N	Command (⌘) + Shift + N
Switch Windows	Alt + Tab	Command (⌘) + Tab
Bold Text	Ctrl + B	Command (⌘) + B
Italic Text	Ctrl + I	Command (⌘) + I
Underline Text	Ctrl + U	Command (⌘) + U
Align Left	Ctrl + L	Command (⌘) + L
Align Center	Ctrl + E	Command (⌘) + E
Align Right	Ctrl + R	Command (⌘) + R

File & Window Management Shortcuts

Action	Windows	macOS
New Window/File	Ctrl + N	Command (⌘) + N
Open File	Ctrl + O	Command (⌘) + O
Close Window	Alt + F4	Command (⌘) + W
Minimize Window	Windows + Down Arrow	Command (⌘) + M
Maximize Window	Windows + Up Arrow	Control + Command (⌘) + F
Switch Between Windows	Alt + Tab	Command (⌘) + Tab

Browser Shortcut Keys

Action	Windows	macOS
Open New Tab	Ctrl + T	Command (⌘) + T
Close Current Tab	Ctrl + W	Command (⌘) + W
Reopen Closed Tab	Ctrl + Shift + T	Command (⌘) + Shift + T
Open Incognito Window	Ctrl + Shift + N	Command (⌘) + Shift + N
Jump to Address Bar	Ctrl + L or Alt + D	Command (⌘) + L

Text Formatting Shortcuts

Action	Windows	macOS
Bold	Ctrl + B	Command (⌘) + B
Italic	Ctrl + I	Command (⌘) + I
Underline	Ctrl + U	Command (⌘) + U
Align Left	Ctrl + L	Command (⌘) + L
Align Center	Ctrl + E	Command (⌘) + E
Align Right	Ctrl + R	Command (⌘) + R

Windows Operating System Shortcuts

Action	Shortcut
Open Start Menu	Windows Key
Open File Explorer	Windows + E
Lock Your PC	Windows + L
Take a Screenshot	Windows + Shift + S
Open Settings	Windows + I
Open Task Manager	Ctrl + Shift + Esc

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Mac-Specific Shortcut Keys

Action	Shortcut
Force Quit App	Command (⌘) + Option + Esc
Take Full Screenshot	Command (⌘) + Shift + 3
Take Selected Screenshot	Command (⌘) + Shift + 4
Open Finder	Command (⌘) + Option + Space
Show Desktop	Command (⌘) + F3
Open Spotlight Search	Command (⌘) + Space