

10 Keyboard Shortcuts to Streamline Online Schoolwork

Is your online learner spending a lot of time clicking extra buttons on the computer? Here are 10 PC and Mac shortcuts for your child to practice and memorize to help make the most of his or her time online!

	PC	Mac
Copy highlighted text on a page.	ctrl + c	cmd + c
Paste text copied from a page or document into another document or text box.	ctrl + v	cmd + v
Cut highlighted text to delete it from a document or text box and copy it to your clipboard.	ctrl + x	cmd + x
Undo the last action.	ctrl + z	cmd + z
Redo an action that was undone.	ctrl + y	cmd + y
Save your document.	ctrl + s	cmd + s
Print your document.	ctrl + p	cmd + p
Find a word or phrase within a page or document.	ctrl + f	cmd + f
Select All of the text on a page or in a document.	ctrl + a	cmd + a
Open a New Browser Tab while using the internet.	ctrl + t	cmd + t