

10 KEYBOARD SHORTCUTS EVERYONE SHOULD KNOW

— Small shortcuts. Big time savings. —

1	Ctrl + C		Copy Copy selected text or item.
2	Ctrl + V		Paste Paste copied text or item.
3	Windows + V		Clipboard History Open clipboard history to paste something you copied earlier.
4	Ctrl + Z		Undo Undo your last action.
5	Ctrl + F		Find Find a word or phrase on the page.
6	Ctrl + S		Save Save your current file.
7	Alt + Tab		Switch Windows Switch between open windows.
8	Windows + L		Lock Your Computer Lock your computer when stepping away.
9	Windows + Shift + S		Take a Screenshot Take a screenshot of part of your screen.
10	Ctrl + Shift + T		Reopen Closed Tab Reopen the last closed browser tab.



XSOLUTIONS TIP

The most important shortcut: **Windows Key + L**



Anytime you step away from your desk, lock your computer. It is one of the easiest ways to help protect company data, client information, and business systems.