Basic Keyboard Shortcuts

This document is generally Windows-centric. For Mac users, try using the “Command” key in place of “Control.” Or visit <https://support.apple.com/en-us/HT201236> to learn more.

**Navigating a Web Browser**

* Press Ctrl + L to enter a new web address
* Use the arrow keys to scroll up, down, left, or right
* Press Tab to scroll through links in a webpage
* Press Shift + Tab to scroll backwards through links in a webpage
* Ctrl + Tab to move to the next tab

**General Editing**

* Ctrl + c to copy
* Ctrl + v to paste
* Ctrl + z to undo
* Ctrl + x to cut
* Ctrl + s to save
* Ctrl + f to find in page
* Ctrl + a to select all
* Arrow keys to move the cursor

**System wide shortcuts (Accessibility Developer Guide, 2018)**

“The following is a collection of some well-known shortcuts (in no specific order).

* Press Windows to toggle Start menu (on a PC)
* Press Alt + Tab to switch between open windows
* Press Alt to focus current windows' application menu
* Press Tab to jump between focusable controls [for example, to send email]
* Press Enter to confirm something (for example closing a dialog and applying changes)
* Press Space to also confirm or interact with stuff (often used interchangeably with Enter)
* Press Esc to cancel something (for example closing a dialog without applying changes)

“Notice: by pressing Alt, the focus is placed in the current application's menu (if available). Using the arrow keys, you can then browse it. The focused item can be activated by pressing Enter.

**Microsoft Office**

* Alt + Q to search for a feature or function
* Alt to move to the ribbon/menu, then arrow keys to change tabs

**References**

“Introduction to keyboard only usage.” *Accessibility Developer Guide*, 2018. Retrieved from https://www.accessibility-developer-guide.com/knowledge/keyboard-only/.

“Keyboard Shortcuts for Microsoft Word on Windows.” Retrieved from <https://support.office.com/en-us/article/keyboard-shortcuts-for-microsoft-word-on-windows-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Kishore, A. 2014. “Switch between Tabs in Any Browser Using Shortcut Keys.” Retrieved from <https://www.online-tech-tips.com/internet-explorer-tips/how-to-switch-between-tabs-in-ie7-using-shortcut-key/>