

Research and Digital Literacy Shortcuts

Important Keyboard Shortcuts	
To Do This	Press (Control for Chrome book and Command for MacBooks)
Highlight all	Control/Command + A
Copy	Control/Command + C
Paste	Control/Command + V
Bold	Control/Command + B
Underline	Control/Command + U
Italicize	Control/Command + I
Cut	Control/Command + X
Undo	Control/Command + Z
Open a New Browser	Control/Command + N
Zoom In	Control/Command and press “+” (plus sign)
Zoom out	Control/Command and press “-” (minus sign)
Print	Control/Command + P
Save	Control/Command + S