

Turbocharge Your Typing Speed

40 Essential Typing Hot Keys for Small Business Productivity!

P.C

1. Ctrl+C (Copy)
2. Ctrl+V (Paste)
3. Ctrl+X (Cut)
4. Ctrl+A (Select All)
5. Ctrl+Z (Undo)
6. Ctrl+S (Save)
7. Alt+Tab (Switch Applications)
8. Ctrl+F (Find)
9. Ctrl+P (Print)
10. Ctrl+Shift+N (New Incognito Window)
11. Windows Key+D (Show Desktop)
12. Ctrl+Shift+Esc (Task Manager)
13. Windows Key+L (Lock Screen)
14. Alt+F4 (Close Window)
15. Ctrl+Backspace (Delete Word)
16. Ctrl+Arrow keys (Navigate between words)
17. Windows Key (Open Start Menu)
18. Windows Key+E (Open File Explorer)
19. Ctrl+Shift+T (Reopen Closed Tab in Browsers)
20. Windows Key+R (Open Run Dialog)
21. Ctrl+Shift+Del (Open Clear Browsing Data Dialog)
22. Windows Key+Up/Down (Maximize/Minimize Window)
23. Ctrl+Esc (Open Start Menu)
24. Ctrl+Alt+Delete (Access Security Options)
25. Ctrl+Shift+I (Open Developer Tools in Browsers)
26. Ctrl+Shift+Enter (Run as Administrator)
27. Ctrl+Tab (Switch Between Tabs)
28. Ctrl+Shift+V (Paste Without Formatting)
29. Ctrl+Home/End (Navigate to Start/End of Document)
30. Ctrl+Shift+Arrow keys (Select Text)
31. Ctrl+T (Open New Tab)
32. Ctrl+W (Close Tab)
33. Ctrl+Shift+W (Close Window)
34. Ctrl+Shift+Tab (Reverse Tab Switch)
35. Ctrl+L (Highlight URL Bar)
36. Ctrl+Enter (Auto-complete URL)
37. Ctrl+Shift+R (Reload Page Bypassing Cache)
38. Ctrl+D (Bookmark Page)
39. Windows + I (Opens the Settings app)
40. Windowa + ; or . (Opens on-screen emoji keyboard)

Mac

1. ⌘ Command+C (Copy)
2. ⌘ Command+V (Paste)
3. ⌘ Command+X (Cut)
4. ⌘ Command+A (Select All)
5. ⌘ Command+Z (Undo)
6. ⌘ Command+S (Save)
7. ⌘ Command+F (Find)
8. ⌘ Command+G (Find again)
9. ⌘ Command+P (Print)
10. ⌘ Command+W (Close Window)
11. ⌘+⇧ Shift+N (New Incognito Window)
12. Mission Control (Show Desktop)
13. ⌘+⌥ Option+Esc (Force Quit App)
14. ^ Control+⇧+Power Button (Lock Screen)
15. ⌘ Command+W (Close Window)
16. ^+Arrow keys (Navigate between words)
17. ⌘ Command+⇧ Shift+3 / 4 / 5 (Screenshot / screen recording)
18. ^ Control+⌘+Spacebar (Open character viewer for emojis and other symbols)
19. ⌘+⇧+T (Reopen Closed Tab in Browsers)
20. ⌘+Space (Open Spotlight Search)
21. ⌘+⇧+Delete (Empty Trash)
22. ⌘+M (Minimize Window in Dock)
23. ⌘+⇧+N (Create new folder in Finder)
24. ⌘+⌥ Option+I (Open Developer Tools in Browsers)
25. ⌘+⌥+Enter (select and strikethrough text)
26. ⌘+⇧+[or] (Switch Between Tabs)
27. ⌘+⇧+V (Paste Without Formatting)
28. ⌘+⌥+C (Copy style)
29. ⌘+⇧+Arrow keys (Select Text)
30. ⌘+, comma (Open preferences for the front app)
31. ⌘+T (Open New Tab)
32. ⌘+⇧+W (Close Window)
33. ⌘+⌥+Arrow keys (Switch Between Tabs)
34. ⌘+⇧+⌥+Arrow keys (Reverse Tab Switch)
35. ⌘+L (Highlight URL Bar)
36. ⌘+Enter (Auto-complete URL)
37. ⌘+⇧+R (Reload Page Bypassing Cache)
38. ⌘+D (Bookmark Page)
39. ⌘+I (Open new email message with content of a page)
40. ⌘+⇧+I (Open new email message containing only the URL of a page)

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