

Everyday Computer Shortcuts: Windows 11 & Mac (Printable)

Last reviewed: 2026-10-13. Beginners and public computer users.

Free complete guide — no email required.

<https://keyshortcuts.net/library-patron-shortcuts>

You do not need to memorise a keyboard to make a computer easier to use. This guide is for beginners, public library patrons, and anyone who wants a straightforward way to copy a sentence, find a word, save a document, or make a webpage easier to read. No school or library account is required. Start with an ordinary document or a webpage that does not contain private information, and practise one action at a time.

Choose the Windows column for a Windows 11 computer and the Mac column for an Apple computer. Ctrl means Control. Cmd means Command, the Mac key marked with a looped symbol. A plus sign between key names means hold those keys together; it does not mean you must type a plus sign unless Plus is named as the key. Release the keys when the action is finished. Menu instructions tell you what to click when a task needs more than a single key combination.

The full table includes browsing, window controls, and screenshots. The Print this page button produces a short black-and-white summary with type at least 16 points tall. The free PDF contains the complete guide rather than only that summary. You can download it directly without providing an email address. Browser examples use Chrome, while a few document examples use Word; other applications can behave differently.

Everyday computer shortcuts

Hold the first key, tap the next key, then release both. Cmd means the Command key on a Mac.

Browser examples use Chrome. Other apps can use different shortcuts. Alt+F4 closes only the active window; it does not close every app.

Action	Windows	Mac
Copy selected text	Ctrl+C	Cmd+C
Cut selected text	Ctrl+X	Cmd+X
Paste copied text	Ctrl+V	Cmd+V
Paste without formatting (Chrome / Docs)	Ctrl+Shift+V	Cmd+Shift+V
Undo the last action	Ctrl+Z	Cmd+Z
Redo (Word)	Ctrl+Y	Cmd+Y
Select everything in the active document	Ctrl+A	Cmd+A
Find a word on this page	Ctrl+F	Cmd+F
Save a document	Ctrl+S	Cmd+S
Print a document or webpage	Ctrl+P	Cmd+P
Close current browser tab / Word document	Ctrl+W	Cmd+W
Close the active window only	Alt+F4	Cmd+Shift+W (Chrome); Cmd+W in many apps

Action	Windows	Mac
Switch between open apps	Alt+Tab	Cmd+Tab
Show the desktop	Windows+D	Fn+F11 (or Fn+H on supported Macs)
Lock the computer	Windows+L	Ctrl+Cmd+Q
Deal with an unresponsive app	Ctrl+Shift+Esc opens Task Manager; select app > End task	Option+Cmd+Esc opens Force Quit; select app
Open a new browser tab	Ctrl+T	Cmd+T
Reopen the last closed browser tab	Ctrl+Shift+T	Cmd+Shift+T
Make a webpage bigger	Ctrl+Plus (+)	Cmd+Plus (+)
Make a webpage smaller	Ctrl+Minus (-)	Cmd+Minus (-)
Reset webpage size	Ctrl+0	Cmd+0
Capture part of the screen	Windows+Shift+S	Shift+Cmd+4
Capture the entire screen	Windows+PrtScn	Shift+Cmd+3

Practise without losing your place

First highlight a few words, copy them, and paste them into an empty practice document. Copy leaves the original words where they are. Cut removes the selected words so they can be moved elsewhere. If you remove something by mistake, try Undo immediately. Save your practice file with a name you can

recognise, then use Find to locate one word inside it. These small repetitions are more useful than trying every command at once.

Make the screen easier to read

Zoom changes the size of a webpage on your screen; it does not change the words themselves. Try increasing the size, reducing it, and returning to the default size with the reset command. If a shortcut does not work, click inside the document or webpage first. The same keys can do something else when the address bar, a dialog box, or another application has the focus.

Use public computers safely

Locking a computer temporarily protects the session, but it is not the same as signing out. When you finish on a shared computer, sign out of websites and your computer session according to the site's instructions. Remove downloaded files that contain personal details. Alt+F4 closes only the active window, not every app; Ctrl+W usually closes the active tab or document. Save important work before closing either one. Force Quit or End task is for an unresponsive app and can discard unsaved work.

Frequently asked questions

Do I need an account or email address?

No. This guide, its large-print summary, and its PDF download are free to use without signing in or submitting an email address.

Does Alt+F4 close every program?

No. Alt+F4 closes the active window. Ctrl+W usually closes the current browser tab or document. Save unsaved work before closing a window.

Why does a shortcut sometimes do nothing?

The intended app or document may not have focus, the app may use a different shortcut, or your keyboard may require Fn for a function key. Click inside the intended window and check its menus.

Is locking the screen the same as signing out?

No. Locking leaves your session running. On a shared computer, sign out of websites and the computer session when you finish.

Related guides

More Windows 11 shortcuts

<https://keyshortcuts.net/windows-11>

More Mac shortcuts

<https://keyshortcuts.net/macOS>

Chrome browsing shortcuts

<https://keyshortcuts.net/chrome-shortcuts>

Word document shortcuts

<https://keyshortcuts.net/word-shortcuts>

Official sources

Apple: Mac keyboard shortcuts

<https://support.apple.com/en-us/102650>

Google: Docs keyboard shortcuts

<https://support.google.com/docs/answer/179738?hl=en>

Microsoft: Word keyboard shortcuts

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Google: Chrome keyboard shortcuts

<https://support.google.com/chrome/answer/157179?hl=en>

Microsoft: Windows keyboard shortcuts

<https://support.microsoft.com/en-us/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec>