Steps on Screen

Keep beside your computer

Keyboard shortcut card

For text in a document or typing box, and for web pages.

> Hold Ctrl on Windows, or Command on a Mac. While holding it, press the letter once. Then let go of both keys.
>
> Ctrl is near the bottom-left of a Windows keyboard. Command is beside the space bar on a Mac.

What you want to do	Windows	Mac
Copy highlighted words The original words stay in place.	Ctrl + C	Command + C
Paste copied words Click where you can type first.	Ctrl + V	Command + V
Undo a typing change Click in the box you were typing in.	Ctrl + Z	Command + Z
Select all words in a box Click inside that typing box first.	Ctrl + A	Command + A
Find words on a web page A box opens for your search words.	Ctrl + F	Command + F
Open the print window For the document or web page open.	Ctrl + P	Command + P

Copying replaces what you copied before. After Undo, look at the words before pressing the keys again.