



## general keyboard shortcuts



ctrl + a	highlight all the text on the page
ctrl + c	copy all highlighted text
ctrl + x	cut all highlighted text
ctrl + v	paste the text you copied or cut
ctrl + shift + v	paste text to match the style of your current document
ctrl + z	undo the last thing you did
ctrl + shift + z	redo the last thing you undid
ctrl + t	open a new tab
ctrl + shift + t	open the last tab you closed
ctrl + p	print page
ctrl + b	<b>bold</b> text
ctrl + i	<i>italicize</i> text
ctrl + u	<u>underline</u> text
ctrl + f	find text on a page
ctrl + click link	open link in new tab
ctrl + r	refresh current page



## chromebook keyboard shortcuts



ctrl +	take a screenshot
ctrl + shift +	take a partial screenshot
alt +	turn caps lock on or off
L +	lock your screen
ctrl + alt + \	see ALL keyboard shortcuts
ctrl + shift + Q	log out of chromebook

[Click here for more shortcuts!](#)

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