COMMON KEYBOARD SHORTCUTS

	Windows	macOS
Cut the selected item and copy it to the Clipboard	Ctrl-X	Command-X
Copy the selected item to the Clipboard	Ctrl-C	Command-C
Paste the contents of the Clipboard into the current document or app	Ctrl-V	Command-V
Undo the previous command	Ctrl-Z	Command-Z
Select all items	Ctrl-A	Command-A
Duplicate selected object	Ctrl-D	Command-D
Insert a Hyperlink	Ctrl-K	Command-K
Find items in a document or open a Find window	Ctrl-F	Command-F
Open a new tab	Ctrl-T	Command-T
Reopen a recently closed tab	Ctrl-Shift-T	Command-Shift-T
Switch apps	Alt-Tab	Command-Tab
Lock screen	⊞-L	Control-Command-Q
Log out	Ctrl-Alt-Delete	Shift-Command-Q
Take a screenshot/ Make a screen recording	⊞-Print Scrn	Shift-Command-5