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Increasing ease of use with keyboard shortcuts [1]

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By learning more keyboard shortcuts, you can perform actions with ease, enabling seamless navigation across your tabs and maximized functionality. Windows and Mac have their own click-and-key combinations for many of the same functions.

Windows keyboard shortcuts:

The Find function is a fantastic tool for finding a specific word or phrase on a page without having to scroll through trying to find it.

- Find: **CTRL + F**

Selecting text with your cursor can be clunky. Using the Shift + Arrow function will automatically select text as you press an arrow key.

- Highlight Text: **Shift + Arrow**
- **NOTE**: You can select entire words at a time with this function by holding down **CTRL** in addition to **Shift + Arrow.**

The back button in a browser is used to restore the previously visited webpage. There's also a keyboard shortcut for that!

- Go back one page: **ALT + Left Arrow**
- Go forward one page: **ALT + Right Arrow**

If you find yourself with a cluttered desktop and need to filter through what's open? Do it easily by minimizing all tabs and opening them one by one.

- Minimize all tabs: **Windows Key + M**

Done for the day? Close your open tabs with a simple hotkey.

- Close tabs: **ALT + F4**

Accidentally closing an important tab is frustrating and it is not always easy to retrieve it from browser history.

- Restore the most recently closed tab: **CTRL + SHIFT + T**

Renaming files is commonplace when working in Windows. Navigating through the right-click menu can feel like it’s wasting time, especially when you cannot find the rename function. Use this quick hotkey instead.

- Rename file: **Left Click + F2**
- NOTE: You may have to press **Fn + F2** for the rename function to work.

Mac keyboard shortcuts:

The Find function is a fantastic tool for finding a specific word or phrase on a page without having to scroll through trying to find it.

- Find: **Cmd + F**

Adding hyperlinks to text can be tricky. Using the **Cmd + K** function will automatically create a hyperlink on the selected text.

- Add hyperlink: **Cmd + K**

The back button in a browser is used quite often to restore the previously visited webpage. Mac devices have their own key for that!

- Go back one page: **? (backtab)**
- Go forward one page: **? (tab)**

If you find yourself with a cluttered desktop and need to filter through what’s open? Do it easily by minimizing all tabs and opening them one by one.

- Minimize all tabs: **Cmd + Option + M**

Done for the day? Close your open tabs with a simple hotkey.

- Close tabs: **Cmd + W**

Accidentally closing an important tab is frustrating and it is not always easy to retrieve it from browser history.

- Restore the most recently closed tab: **Cmd + Shift + T**

Renaming files is commonplace when working in Windows. Navigating through the right-click menu can feel like it’s wasting time, especially when you cannot find the rename function. Use this quick hotkey instead.

- Rename file: **Left Click + Return**

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