

FREE SHORTCUT CARD

Essential Keyboard Shortcuts Card

A small desk card for the shortcuts that save the most time and panic. Practice one or two at a time until they feel natural.

Bryan Teaches AI

Practical technology
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Action	Shortcut	What it does
Copy	Ctrl + C	Copy selected text or a selected file.
Paste	Ctrl + V	Put copied text or a copied file in the new place.
Cut	Ctrl + X	Move selected text or a file instead of copying it.
Undo	Ctrl + Z	Reverse the last action when something goes wrong.
Save	Ctrl + S	Save your current document.
Find	Ctrl + F	Search inside a page or document.
Select all	Ctrl + A	Select all text or all files in the active area.
Print	Ctrl + P	Open print options or save as PDF in some apps.
Switch windows	Alt + Tab	Move between open apps or windows.
Screenshot	Windows + Shift + S	Take a screenshot of part of the screen.

Practice plan

- Pick two shortcuts this week.
- Use each one three times on purpose.
- Say what it did out loud once.
- Write down the one that helped most.

When stuck

Try Undo before doing anything drastic. If you are unsure, pause and read the screen before clicking again.

Want guided practice? Ask about Level 1: Workplace Computer Confidence - bryanteachesai.com