

## Top keyboard shortcuts

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Take a screenshot of your entire screen

Press **Ctrl + Show windows** 



Take a screenshot of part of your screen.

Press **Shift + Ctrl + Show windows** . Then select and drag over the area you'd like to capture.

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Turn Caps Lock on or o

Press Search  + Alt.



Lock your screen

Press Search  + L.

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Sign out of your Google Account

Press **Shift + Ctrl + q + q** again.



Copy selected text

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Press **Ctrl + c**.

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Paste selected text

Press **Ctrl + v**.



Open the keyboard shortcuts helper

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Press **Ctrl + Alt + /**.

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✔ You're all done.

Now you can use the top keyboard shortcuts.