

KEYBOARD SHORTCUTS



Please note: we are using 'ctrl' for the examples, however if you are on an Apple computer use the 'command' key instead.

FUNCTION	KEYS	DESCRIPTION
CUT	Ctrl+X	Cut selected item
COPY	Ctrl+C	Copy selected item
PASTE	Ctrl+V	Paste selected item
UNDO	Ctrl+Z	Undo last action
FIND	Ctrl+F	Open find box
SELECT ALL	Ctrl+A	Select all in the document
BOLD	Ctrl+B	Bold selected text
UNDERLINE	Ctrl+U	Underline selected text
ITALICS	Ctrl+I	Italicise selected text

There are lots of shortcuts you can learn. We have only selected the popular ones to start with. Have fun by exploring these functions.