## **KEYBOARD SHORTCUTS**



#### What are the benefits of this?

Shortcuts help save time and are easy to use. When editing your document you can press two buttons on your keyboard instead of right clicking on your mouse, then having to select the command you are looking for - which can be a slightly longer process.



#### Windows keyboard vs Apple keyboard

When using shortcuts, you use multiple keys on your keyboard to specify the function. If the instruction say to use the control or command key, please see the examples below.

## Windows keyboard



The control key on a Windows keyboard is 'Ctrl'

## Apple keyboard



The command key on an Apple keyboard is 'Command' or this symbol  $\,\mathfrak{R}\,$ 



# **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
СОРУ	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.

