

KEYBOARD SHORTCUTS

KEY	ACTION
Ctrl + C	Copies text
Ctrl + X	Cuts text
Ctrl + V	Pastes text
Ctrl + B	Bold text
Ctrl + I	Italicise text
Ctrl + U	Underline text
Ctrl + L	Justify left, R to justify right, E to centre
Ctrl +	Will increase and decrease text size
Ctrl + P	Prints the page
Ctrl + home	Moves you to the beginning of the document. Ctrl + end to move to the end of the document
Ctrl + Page up	Moves you up and down (ctrl + page down) a page at one time
Tab	Moves through dialogue boxes
Ctrl + tab	Moves through the different pages on a tabbed dialogue box
Alt + F	Activates the menu represented by the letter. E.g. F = File, V = View, I = Insert etc
Alt + tab	Moves between all open applications. Press tab to advance to the next one, and release both keys to select application
Ctrl + Esc	Displays the start menu
Shift + F10	Displays the information of a 'right click' on the mouse button. Use arrow buttons and enter for specific commands
Alt + space	Displays the window menu so you can minimise, close, restore etc
Alt + Enter	Displays the properties of the selected item
Alt + F4	Closes the application
Ctrl + F4	Closes active document within an application
Windows Key + D	Minimises all applications and displays the desktop
Windows Key + E	Opens internet explorer
Windows Key + F	Opens search box
Arrow keys	Movement in the direction of the arrow through text or files / folders when using the internet
Ctrl + arrow key	Moves the cursor one word at a time (left or right) or one paragraph at a time (up and down)
Shift + arrow key	Selection of text one letter at a time. When used with ctrl whole words are selected.
Ctrl + A	To select the text of the entire document