

Keyboard Shortcuts

Ctrl + A	Select all content
Ctrl + X	Cut selected content
Ctrl + C	Copy selected content
Ctrl + V	Paste the cut / copied content
Ctrl + S	Save current document
Ctrl + P	Print current page / document
Ctrl + Z	Undo last action
Ctrl + Y	Redo last action
Ctrl + B	Make text bold / Remove bold formatting
Ctrl + I	Make text <i>italic</i> / Remove <i>italic</i> formatting
Ctrl + U	Make text <u>underlined</u> / Remove <u>underline</u> formatting
Ctrl + Shift + < or >	Makes text size bigger or smaller
Shift + F3	Makes text ALL CAPITALS, First Letter Capitalised or all small letters
Alt + F	Opens “File” menu options within current program
Alt + E	Opens “Edit” menu options within current program
Ctrl + F	Opens “Find” function within current program
Alt + Enter	Enters new line within selected cell (in Excel)
Windows + Shift + S	Opens the ‘Snipping Tool’ program
Alt + Tab	Switch between computer programs
Ctrl + Shift + N	Create new folder on desktop / file explorer
F5	Refresh current program window
Ctrl + D	Bookmark current page in most internet browsers
Ctrl + N	Create new or blank document in some software programs / open new tab in most internet browsers