

<b>Command</b>	<b>C</b>	<b>Copy</b>	<a href="mailto:Christina.Matawa@rbkc.gov.uk">Christina.Matawa@rbkc.gov.uk</a>
<b>Command</b>	V	Paste	
<b>Command</b>	X	Cut	
<b>Command</b>	S	Save	
<b>Command</b>	A	Highlight all	
<b>Command</b>	P	Print	
<b>Command</b>	F	Find/ Replace	
<b>Command</b>	B	<b>Bold</b>	
<b>Command</b>	U	<u>Underlined</u>	
<b>Command</b>	I	<i>Italic</i>	
<b>Command</b>	Z	Undo	
<b>Command</b>	Tab	Choose and switch between open apps	
<b>Option/Alt</b>	Arrow	Move along 1 word at a time	
<b>Shift</b>	Arrow	Highlight 1 letter at a time	
<b>Option/Alt Shift</b>	Arrow	Highlight 1 word at a time	
<b>Command Shift</b>	Arrow	Highlight a block of text at a time	
<b>Command/Alt</b>	R	Refresh a website	
<b>Command Shift</b>	=	X <sub>2</sub> (sub-script)	
<b>Command Shift</b>	=	X <sup>2</sup> (super-script)	

**Enlarge font size:** Command a, ctrl shift and > → press it once and it will increase everything by 2pt – proportionally and reflow works well  
Command [ or ] will take it up or down by 1pt