

Ctrl	C	Copy	Christina.Matawa@rbkc.gov.uk
Ctrl	V	Paste	
Ctrl	X	Cut	
Ctrl	S	Save	
Ctrl	A	Highlight all	
Ctrl	P	Print	
Ctrl	F	Find/ Replace	
Ctrl	B	Bold (no highlighting required, cursor on word)	
Ctrl	U	<u>Underlined</u>	
Ctrl	I	<i>Italic</i>	
Ctrl	Z	Undo	
Ctrl	Mouse roll	Zoom in/out	
Alt	Tab	Switch between 2 recent windows	
Ctrl	Arrow	Move along 1 word at a time	
Shift	Arrow	Highlight 1 letter at a time	
Ctrl Shift	Arrow	Highlight a block of text 1 word at a time	
F5		Refresh a website	
Ctrl	=	X ₂ (sub-script)	
Ctrl Shift	=	X ² (super-script)	

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