

Keyboard shortcuts

Have you ever watched someone else using a computer and thought to yourself 'how did they do that?'. Well, the chances are they were using keyboard shortcuts to speed things up. We have picked out some of the more popular ones for you to download and use.

Formatting	
Action	Key
Apply Heading 1	Alt + Ctrl + 1
Apply Heading 2	Alt + Ctrl + 2
Apply Heading 3	Alt + Ctrl + 3
Apply List Bullet	Ctrl + Shift + L
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Insert Hyperlink	Ctrl + K
Insert Page Break	Ctrl + Return
Select All	Ctrl + A
Subscript	Ctrl + =
Superscript	Ctrl + Shift + =
Quick Keys	
Action	Key
Cancel	Esc
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Close	Ctrl + W
Open	Ctrl + O
Print	Ctrl + P
Save	Ctrl + S
Undo	Ctrl + Z
Repeat	Ctrl + Y
Start of Doc	Ctrl + Home
End of Doc	Ctrl + End