

Keyboard shortcuts

Remember to highlight text before trying to alter it!

Note: hold down the "modifier key" (e.g. CTRL) first, and then press the other key

CTRL-S	save
CTRL-Z	undo
CTRL-A	select all
CTRL-P	print
CTRL-R	reload page (on website)
CTRL-T	new tab (in browser window)
CTRL-D	add bookmark/favourite
CTRL-N	new page
CTRL-O	open
CTRL-Q	quit
CTRL-W	close window
CTRL-F	find/search
CTRL-C	copy
CTRL-V	paste
CTRL-X	cut
CTRL-B	bold
CTRL-I	italic
CTRL-U	underline
ENTER	select outlined button
ESC	cancel dialog box
TAB (above CAPS LOCK)	move to next box (online forms) or next option (dialog box)
SHIFT-TAB	same as TAB, but other direction
ALT-TAB	switch between open programs
SPACE BAR (in browser)	move the screen down a page
SHIFT-SPACE BAR (in browser)	move the screen up a page
WINDOWS KEY	open Start menu