



SUBJECT: Short Cut Keys

RECIPIENTS: All Council Services (including schools)

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Short cut keys for your computer

Since the implementation of IMP, several staff have stated that they are using their mouse much more to 'click' onto documents etc. Below is a reminder of how to use the keys instead of the mouse:

SHORT CUT KEYS

	Function	Shortcut		Reversible
1	Shrink Font	Control+ Shift+	<	
2	Increase Font	Control+ Shift+	>	
3	Shrink font 1 point	Control+	[
4	Increase font one point	Control+]	
5	Shrink selection	Shift+	F8	
6	Extend selection	Window key	F8	
7	All Capital	Control+ Shift+	A	yes
8	All small capitals	Control+ Shift+	K	yes
9	Apply List Bullet	Control+ Shift+	L	
10	Change case	Shift+	F3	
11	Delete back word	Control+	Backspace	
12	Delete word	Control+	Delete	
13	Double underline	Control+Shift+	D	yes
14	Next Window	Control+	F6	
15	Print Preview	Control+	F2	yes
16	Select all	Control+	A	
17	Space Para 2	Control+	2	
18	Undo	Control+	Z	
19	Close current document	Control+	W	
20	Highlight characters	Shift+	Arrow key	yes
21	Highlight word	Shift+control+	Left & Right arrows	yes
22	Highlight to end of para	Shift+control+	Up & Down arrows	yes
23	Move one word at a time	Control+	Arrow key	
24	Move to next application	Alt+Tab		
25	Minimise all open applications	Windows+	M	
	Select text and apply			
	Copy	Control+	C	
	Cut	Control+	X	
	Paste	Control+	V	
	Bold	Control+	B	
	Underline	Control+	U	
	Italics	Control+	I	
	Justify	Control+	J	
	Centre	Control+	E	
	Left align	Control+	L	
	Right align	Control+	R	