


Handy Keyboard Shortcuts

Use and learn them!



It works best to select text with one hand and press the keys with the other.

Command Name		Key
Select All	Ctrl+	A
Find	Ctrl+	F
Undo	Ctrl+	Z
Redo	Ctrl+	Y
Cut	Ctrl+	X
Copy	Ctrl+	C
Paste	Ctrl+	V
Bold	Ctrl+	B
Italic	Ctrl+	I
Underline	Ctrl+	U
Log Out (Chromebook)	Ctrl +	Shift + Q (twice)

To select a small section of text, you can:

1. double click a single word to select it
2. click and drag to select an area with touchpad
3. click, hold down shift and use arrow keys to select an area with keyboard