



# Windows Keyboard Shortcuts

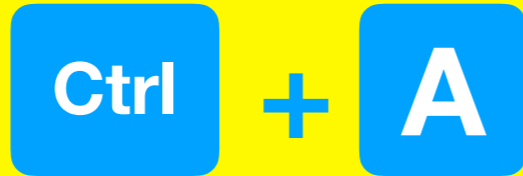


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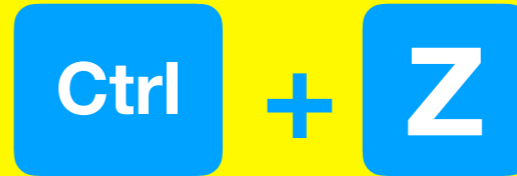
Open Start Menu



Select all content



Undo an action



Toggle underline text on/off



Open File Explorer



Cut selected item



Redo an action



Print



Maximise/Minimise Window



Copy selected item



Toggle bold text on/off



Switch between open apps



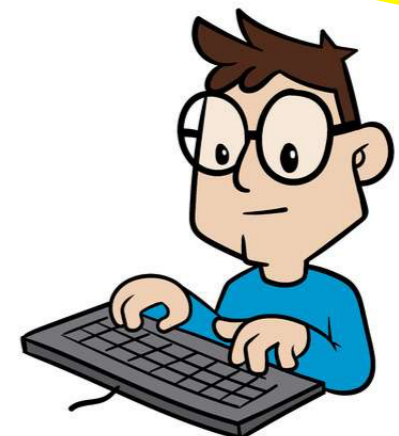
Take a screenshot and copy to clipboard

Print Screen

Paste from clipboard



Toggle *italic* text on/off





# Google Chromebook Shortcuts



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New window

Ctrl + N

Select all content

Ctrl + A

Undo an action

Ctrl + Z

Toggle underline text on/off

Ctrl + U

Caps lock

Search + Alt

Cut selected item

Ctrl + X

Redo an action

Ctrl + Ctrl + Z

Print

Ctrl + P

Maximise/Minimise Window

Alt + = or -

Copy selected item

Ctrl + C

Toggle bold text on/off

Ctrl + B

Switch between open windows

Alt + Tab

Alt + = or -

Paste from clipboard

Ctrl + V

Toggle italic text on/off

Ctrl + I

Zoom in/out

Ctrl + + or -

Take a screenshot

Ctrl + F5

Take a partial screenshot

Shift + Ctrl + F5

Open files app

Shift + Alt + M

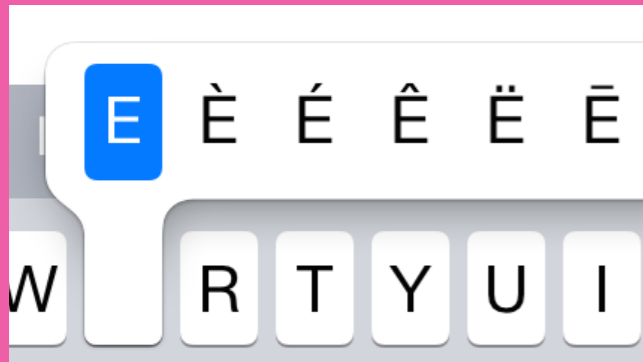




# iPad Keyboard Tricks

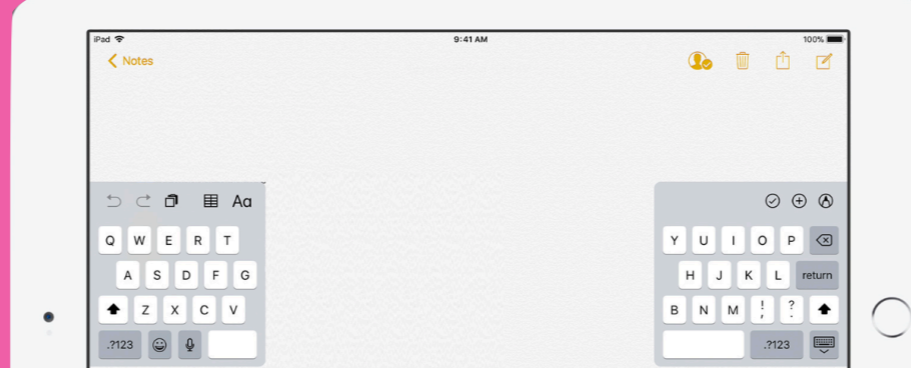


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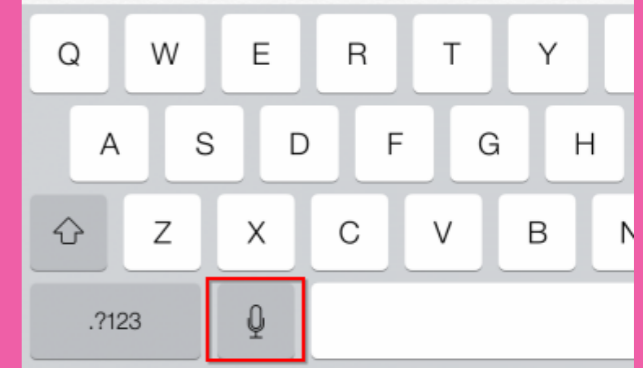
## More Characters

Hold down on different keys to find a hidden menu of characters.



## Split Keyboard

Use two hands to drag apart the keyboard for typing with thumbs. Helps to see more of screen while typing.

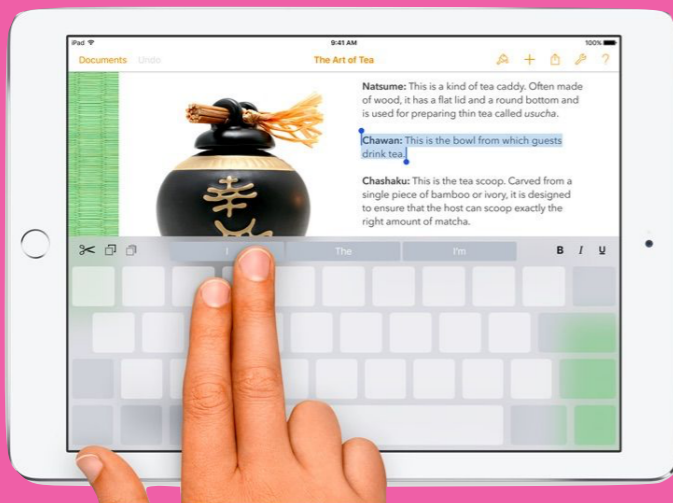


## Voice to Text

Tap on the microphone icon, then speak to turn your voice into text.

## Keyboard Trackpad

To move the cursor with more precision, move two fingers over the iPad's keyboard to turn it into a trackpad.



## Keyboard Settings...

English (US)

Emoji

English (UK)


Gboard  
English

123



space

## More keyboards

Add other keyboards such as Emoji keyboard or other languages by tapping and holding on the .

To add keyboard to this list, go to the *Settings* app then *General* and then *Keyboards*.