

Keyboard and Mouse Short Cuts



Navigation short cut keys

Keyboard shortcuts for scrolling through a page for all browsers

Action	Key
Go down a page	Page Down
Go down one line	Down arrow
Go up a page	Page Up
Go up one line	Up arrow
Go to page top	Home
Go to page end	End

Keyboard shortcuts for navigating between links and pages for most browsers

Action	Keys
Highlight next link or field	Tab
Highlight previous link or field	Shift + Tab
Navigate to highlighted link	Enter
Go back to previous page	Alt + Left arrow
Go forward to next page	Alt + Right arrow

Text size short cuts

Keyboard short cuts

You can increase or decrease the size of text displayed on a web page by increasing or decreasing the page zoom using either short cut keys or the mouse. This works the same way in most browsers.

Keyboard shortcuts for increasing or decreasing text zoom

Action	Keys
Increase text zoom	Control + Plus sign
Decrease text zoom	Control + Minus sign
Set default text zoom	Control + Zero

Mouse short cuts

To increase or decrease text zoom using the mouse, hold down the Control key while turning the mouse wheel away from or towards you. This works the same way in all browsers.

Copying and pasting short cut keys

You may have problems copying text and pasting it into an online message, Zoom chat or a form field using the mouse. If so, you can use keyboard short cuts instead.

To highlight text for copying you can either use the mouse or use the keyboard by holding down the Shift key while pressing the appropriate arrow keys until the required section of text is highlighted.

Copying and pasting highlighted text

Action	Keys
Copy highlighted text	Shift + C
Paste copied text	Shift + V
Cut and copy highlighted text	Shift + X
Delete highlighted text	Del