

Keyboard shortcuts for operations with ExamWritePad

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CTRL + A	Select everything within the document		
CTRL + C	Copy selected text/object	CTRL + Home	Jump to the top of the document
CTRL + V	Paste the copied text/object	CTRL + End	Jump to the bottom of the document
CTRL + X	Cut selected text/object	Home	Jump to the start of the line
CTRL + W	Close the document	End	Jump to the end of the line
CTRL + Z	Undo the last operation	Shift + Left arrow	Select or unselect one character to the left.
CTRL + Y	Redo the last operation	Shift + Right arrow	Select or unselect one character to the right.
CTRL + S	Save the document	CTRL + Shift + Left Arrow	Select or unselect one word to the left
CTRL + N	Create a new document	CTRL + Shift + Right Arrow	Select or unselect one word to the right
CTRL + O	Open a document	Shift + End	Select from the cursor/current position to the end of the current line
CTRL + P	Print the document	Shift + Home	Select from the cursor/current position to the beginning of the current line
CTRL + F	Find / Replace	CTRL + [Decrease the font size of the selected text by 1 point
CTRL + B	Make selected text bold	CTRL +]	Increase the font size of the selected text by 1 point
CTRL + U	Underline selected text (Single)	CTRL + Down	Move to cursor to the next paragraph
CTRL + I	Make selected text italic	CTRL + Up	Move to cursor to the previous paragraph
CTRL + E	Centre the selected text	CTRL + backspace	Delete one word to the left
CTRL + L	Align the selected text to the left	CTRL + Enter	Insert a page break
CTRL + R	Align the selected text to the right	In a table: tab	To jump to the next cell in the table
CTRL + J	Fully justify the selected text	In a table: shift + tab	To jump to the previous cell in the table
CTRL + Number Pad 2	Inserts the ½ symbol	CTRL + Equals (=) key	Changes the selected text to subscript
CTRL + Number Pad 3	Inserts the ¾ symbol	CTRL + Shift + Equals (=) key	Changes the selected text to superscript
CTRL + Number Pad 4	Inserts the ¼ symbol	CTRL + F10	Activates the lockscreen (if enabled in the config)
F1	Display help	F2	PDF Reader (when visible) in full screen
F3	N/A	F4	Candidate Information Window

F5	Find & Replace	F6	N/A
F7	Spell Check Document	F8	N/A
F9	Character Map	F10	N/A
F11	N/A	F12	Save As
