

Joomla Shortcut Key

Editing

Sr.No	Shortcut Key	Description
01	Ctrl-C	Copy selected (highlighted) text
02	Ctrl-X	Cut (Copy text, then remove it)
03	Ctrl-V	Paste copied text
04	Ctrl-A	Select all text

Formatting

Sr.No	Shortcut Key	Description
01	Ctrl-B	Bold the selected text or un-bold previously bolded text (This is called "toggling" the bolding of text.)
02	Ctrl-I	Toggles italicizing selected text
03	Ctrl-U	Toggles underlining of selected text

Undo a Change

Sr.No	Shortcut Key	Description
01	Ctrl-Z	Undo last change (repeat to undo multiple changes)
02	Ctrl-Y	Redo the change most recently "undone"