

Magnifying

- **Windows Key + (+)** - turns on magnifier and then zooms in
- **Windows Key + (-)** - zooms out in magnifier
- **Windows Key + Esc** - turns off magnifier

Changing Text

- **Ctrl + a** - to select all text to apply a change throughout
- **Ctrl + u** - to underline highlighted text or to turn on highlighting
 - **Ctrl + u** - remove underlining of highlighted text or turn off underline
- **Ctrl + b** - to bold highlighted text or to turn on bold
 - **Ctrl + b** - to turn off bold
- **Ctrl + i** - to italicize highlighted text or to turn on italics
 - **Ctrl + i** - to turn off italics
- **Ctrl + d** - takes you to font style preferences menu

ON THE INTERNET: Magnifying

When on an internet browser (Chrome, Edge etc.)

- **Ctrl + (+)** to make screen image larger
- **Ctrl + (-)** to make screen image smaller

Display On-screen Keyboard

- **Windows Key + Shift + O**

Enable Dictation

- **Windows Key + H**

Enable Immersive Reader on Edge

- **Fn9**