

Examview Shortcuts

General

Control Commands

Ctrl+A	Selects all contents
Ctrl+B	Bold text
Ctrl+C	Copies selected text
Ctrl+F	Opens find box
Ctrl+I	Italics text
Ctrl+O	Opens file
Ctrl+P	Opens Print window
Ctrl+S	Saves active file
Ctrl+U	Underlines selected text
Ctrl+V	Pastes selected text
Ctrl+W	Closes active file
Ctrl+X	Cuts selected text
Ctrl+Z	Undo last action

Mouse Shortcuts Commands

Click, hold and drag	Selects text from where you start to where you finish.
Double-click	If double-click a word, selects the complete word.

Function Key Commands

F1	Displays help window
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Alternate Key Commands

Alt+Tab	Cycles through all windows open
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Shortcuts in Main View

Control Commands

Ctrl+N	Insert New Question
Ctrl+K	Click on question, then type shortcut, results in changing calculated values

Shortcuts in Question View

Control Commands


Ctrl+E	Insert Equation
Ctrl+H	Superscript
Ctrl+L	Subscript

Function Key Commands

F7	If you copied a question from another source, you can press to use the Smart Paste feature which automatically formats the question. (Copy the question from Word, Click on the Examview file, Insert a new question, select the type, press F7, complete the action.)
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Shortcuts in Equation Editor

Control Commands

Ctrl+F	Stacked Fraction 
Ctrl+H	Superscript
Ctrl+I	Definite integral with superscript and subscript limits
Ctrl+L	Subscript
Ctrl+J	Superscript and Subscript
Ctrl+R	Square root
Ctrl+Shift+(Parentheses
Ctrl+[Brackets
Ctrl+Shift+{	Braces

