# ChromeVox and Google Docs Formatting

**Lesson 6**

## Overview

Inserting/deleting and formatting

## Keystrokes for this Lesson

Practice navigation with the Ctrl+left, right, up, and down arrow. Add the shift key to these keystrokes to practice selecting, deleting, and correcting text.

* Bold: Ctrl+B
* Underline: Ctrl+U
* Italic: Ctrl+I
* Heading Level 1: Ctrl+Alt+1
* Heading Level 2: Ctrl+Alt+2
* Heading Level 3: Ctrl+Alt+3

## Activity

Create a new Google document of at least three paragraphs. Practice the formatting commands listed above. Practice inserting and deleting text.