

3

Shortcut Keys

New Skills

1. Use control keys for commonly used editing tasks.

Activity Overview

Everyone knows that fast and efficient typists rarely let their fingers leave the keyboard. Having to lift your hand to find the mouse, then point and click at an icon, only slows down typing speed. Becoming adept at using control key shortcuts will not only save time but will increase your knowledge of the power of your word processor. In this activity, you will practice using shortcuts for common editing tasks in Word. Before you begin, review the table below which lists common shortcut keys that can be used in Microsoft Word.

Common shortcut keys that can be used in Microsoft Word

CTRL+B	To bold selected text	CTRL+R	To right align text
CTRL+I	To italicize selected text	CTRL+L	To left align text
CTRL+U	To underline selected text	CTRL+E	To center align text
CTRL+[To decrease font size of selected text	SHIFT+ARROW KEYS	To select text
CTRL+]	To increase font size of selected text	CTRL+A	To select all text
CTRL+C	To copy selected text	CTRL+S	To save a file
CTRL+X	To cut selected text	F12	To save as a file
CTRL+V	To paste selected text	CTRL+P	To print a document
CTRL+Z	To undo	ALT+F4	To close a document

Instructions

1. Open a NEW document in Word.
- ★ Unless otherwise stated, the font should be 12 point Times New Roman.
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type responses to the statements provided below. Type one answer per line. Do not type the statements or preceding letters.
 - a. Your first and last name.
 - b. The name of your school.
 - c. Your parent(s) or guardian(s) name(s).
 - d. Your birth date.



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- e. The college you might consider attending.
 - f. The career path you might take.
 - g. The kind of car you would like to own someday.
 - h. Your best friend's name.
 - i. Your parent(s) or guardian(s) occupation.
 - j. One sentence explaining why you have chosen the career in 3f.
4. Carefully proofread the document for spelling, grammar, and accuracy.
 5. Save the document as SHORTCUTS.
- NEW SKILL** ▶
6. Select the appropriate text and make the following changes using shortcut keys only:
 - a. Italicize your name.
 - b. Bold the name of your school.
 - c. Underline your parent(s) or guardian(s) name(s).
 - d. Italicize, bold, and underline your birth date.
 - e. Increase the font size by 2 points of the college you might attend.
 - f. Decrease the font size by 2 points of your possible career choice.
 - g. Center align your choice of car you might like to purchase.
 - h. Right align your best friend's name.
 - i. Copy your parent(s) or guardian(s) occupation and paste it under their name(s) center aligned.
 - j. Cut the sentence explaining your career choice and paste it under your possible career path.
 7. Carefully proofread the document for spelling, grammar, and accuracy.
 8. Resave the document.
 9. Print the document if required by your instructor.