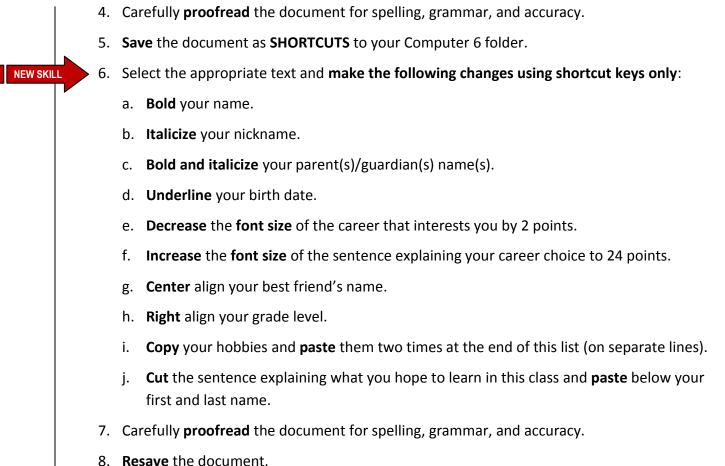# Activity 2: SHORTCUT KEYS

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:

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

Instructions:

1. **Create** a NEW document in Word.

2. Insert a **header** – Name   Shortcut Keys   Date

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. Your **nickname** (the name your instructor should call you).

    c. Your **parent(s) or guardian(s) name(s)**.

    d. Your **birth date**.

    e. A **career** that interests you.

    f. One sentence **explaining why you chose the career** in 3e above.

    g. Your **best friend's name**.

    h. Your **grade level** preceded by the word **Grade**. Example: **Grade 6**

    i. **Two** of your **hobbies** (separated by the word and).

    j. **One sentence explaining what you hope to learn in this class**.

4. Carefully **proofread** the document for spelling, grammar, and accuracy.

5. **Save** the document as **SHORTCUTS** to your Computer 6 folder.

NEW SKILL ▶ 6. Select the appropriate text and **make the following changes using shortcut keys only**:

    a. **Bold** your name.

    b. **Italicize** your nickname.

    c. **Bold and italicize** your parent(s)/guardian(s) name(s).

    d. **Underline** your birth date.

    e. **Decrease** the **font size** of the career that interests you by 2 points.

    f. **Increase** the **font size** of the sentence explaining your career choice to 24 points.

    g. **Center** align your best friend's name.

    h. **Right** align your grade level.

    i. **Copy** your hobbies and **paste** them two times at the end of this list (on separate lines).

    j. **Cut** the sentence explaining what you hope to learn in this class and **paste** below your first and last name.

7. Carefully **proofread** the document for spelling, grammar, and accuracy.

8. **Resave** the document.

9. **Print** the document if required by your instructor.

COMMON SHORTCUT KEYS THAT CAN BE USED IN MICROSOFT WORD:

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