Activity 2: SHORTCUT KEYS

Activity Overview:

New Skills Reinforced:

**In this activity, you will practice how to**:

1. use control keys for commonly used editing tasks.

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.



Command + B To right align text Command + R

Command +I To left align text Command + L

Command +U To center align text Command + E

Command + [ To select all text Command + A

Command +]

Command +C

Command + X

Command + V

Command + P

Co

**COMMON SHORTCUT KEYS THAT CAN BE USED IN MICROSOFT WORD:**

To **bold** text

To *italicize* text To underline text

To decrease font size To increase font size To copy selected text To cut selected text To paste selected text

To print



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.
   1. Your **first and last name**
   2. Your **nickname** (the name your instructor should call you).

# Your parent(s) or guardian(s) name(s).

* 1. Your **birth date**.
  2. A **career** that interests you.
  3. One sentence **explaining why you chose the career** in 3e above.
  4. Your **best friend’s name**.
  5. Your **grade level** preceded by the word **Grade**. Example: **Grade 6**
  6. **Two** of your **hobbies** (separated by the word and).

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

Activity 2: SHORTCUT KEYS Continued

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

**NEW SKILL**

1. **Save** the document as class\_lastname\_ShortcutsActivity2to your Desktop.
2. Select the appropriate text and **make the following changes using shortcut keys only**:
   1. **Bold** your name.
   2. **Italicize** your nickname.
   3. **Bold and italicize** your parent(s)/guardian(s) name(s).
   4. **Underline** your birth date.
   5. **Decrease** the **font size** of the career that interests you by 2 points.
   6. **Increase** the **font size** of the sentence explaining your career choice to 24 points.
   7. **Center** align your best friend’s name.
   8. **Right** align your grade level.
   9. **Copy** your hobbies and **paste** them two times at the end of this list (on separate lines).
   10. **Cut** the sentence explaining what you hope to learn in this class and **paste** below your first and last name.
   11. **Select all text**  and change font size to 14.
3. Carefully **proofread** the document for spelling, grammar, and accuracy.
4. **Resave** the document to desktop and drop in your blue home folder.

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