Computers 8/9

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Activity 2: Short Cut Keys

Learning Objectives:

* I can 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 which lists the common shortcut keys which can be used in Microsoft Word.

Common Shortcut Keys that can be used in Microsoft Word

|  |  |  |  |
| --- | --- | --- | --- |
| Action  | Shortcut  | Action  | Shortcut |
| 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 copy selected text | CTRL + C | To save a file | CTRL + S |
| To cut selected text | CTRL + X | To save as a file | F12 |
| To past selected text | CTRL + V | To select all text | CTRL + A |
| To print | CTRL + P | To undo an action | CTRL + Z |

Instructions:

1. Create a new document in Word
2. Insert a header - Name, Shortcut Keys, Date
3. Starting on the first line of your document, type the responses to the statements provided below: Type one answer per line. Do not type the statements.
4. Your first and last name
5. Your nicknames that your family gives you
6. Your parent(s) or guardian(s) names
7. Your birth date
8. A career that interests you
9. One sentence explaining why you chose the career in 3E above
10. Your best friend’s name
11. Your level preceded by the word Grade. Example: Grade 8
12. Two of your hobbies (separated by the word and)
13. One sentence explaining what you hope to learn in this class.
14. Carefully proofread the document for spelling, grammar, and accuracy.
15. Save the document as SHORTCUTS to your Computers 8 or 9 folder
16. Select the appropriate text and make the following changes using shortcut keys only.
17. Bold your name
18. Italicize your nicknames
19. Bold and italicize your parent(s)/guardian(s) names.
20. Underline your birth date
21. Decrease the font size of the career that interests you by 2 points.
22. Increase the font size of the sentence explaining your career choice to 24 points.
23. Center align your best friend’s name
24. Right align your grade level
25. Copy your hobbies and past them two times at the end of the list (on separate lines)
26. Cut the sentence explaining what you hope to learn in this class and paste below your first and last name.
27. Carefully proofread the document for spelling, grammar, and accuracy
28. Resave the document
29. Print the document if required by your instructor.