

Word Shortcut Key Exercises

<http://www.uwex.edu/ces/cty/dodge/4h/projpgs/computer/computer.html>

Keyboard

Keyboards have changed very little in layout since their introduction. In fact, the most common change has simply been the natural evolution of adding more keys that provide additional functionality.

The most common keyboards are:

- ✚ 101 key Enhanced keyboard
- ✚ 104-key Windows keyboard
- ✚ 82 key Apple Standard keyboard
- ✚ 108-key Apple Enhanced keyboard

A typical keyboard has four basic types of key:

- ✚ Typing keys
- ✚ Numeric keypad
- ✚ Function keys
- ✚ Control keys


The **numeric keypad** has 17 keys and is laid out in the same configuration used by most adding machines and calculators.

The **function keys**, arranged in a line across the top of the keyboard, could be assigned specific commands by the current application or the operating system.








The **control keys** provide cursor and screen control. The control keys allow the user to make large jumps in most application. Common control keys include.

- ✚ Home
- ✚ End
- ✚ Insert
- ✚ Delete
- ✚ Page Up
- ✚ Page Down
- ✚ Control (Ctrl)
- ✚ Alternate (Alt)
- ✚ Escape (Esc)

There are also four keys (**arrow keys**) arranged in an inverted T formation between the typing keys and numeric keypad which allows the user to move the cursor on the display in small increments.

Depending on the keyboard there may be 3 more **Windows control keys**. Two windows or start keys  and an application key.

Review

There are three small icons at the top right of your screen.    Left click on the  minimizes the application; Left Click on the  minimizes the document; Left Click on the  closes the application; Left Click on the  enlarges the document.

There are usually 3 toolbars at the top of the screen. The first toolbar is the menu bar. You can either left click on the words to open the drop-down menu or you can use shortcut keys **Alt + the letter that is underlined in the menu bar**. The second toolbar is the standard toolbar, which has different icons with different functions. The third toolbar is the formatting toolbar, which you can pick a font, font size, bolds, italicize, underlines, page alignment, outline, bullet, indent, fill and change font color.

Listed below are the Word shortcut keys. To practice your shortcuts there is an article on the website called “The History of Halloween” and exercises to use at the end of this document.

WORD SHORTCUT KEYS

| Shortcut Keys | Description |
|----------------------|---|
| Ctrl + A | Select all contents of the page. |
| Ctrl + B | Bold highlighted selection. |
| Ctrl + C | Copy selected text. |
| Ctrl + X | Cut selected text. |
| Ctrl + P | Paste. |
| Ctrl + F | Open find box. |
| Ctrl + I | Italic highlighted selection. |
| Ctrl + K | Insert link. |
| Ctrl + U | Underline highlighted selection. |
| Ctrl + Y | Repeat the last action performed. |
| Ctrl + Z | Undo last action. |
| Ctrl + L | Aligns the line or selected text to the left of the screen. |
| Ctrl + E | Aligns the line or selected text to the center of the screen. |
| Ctrl + R | Aligns the line or selected text to the right of the screen. |
| Ctrl + M | Indent the paragraph. |
| Ctrl + Shift + F | Change the font. |
| Ctrl + Shift + > | Increase selected font +1. |
| Ctrl +] | Increase selected font +1. |
| Ctrl + Shift + < | Decrease selected font -1. |
| Ctrl + [| Decrease selected font -1. |
| Ctrl + Shift + * | View or hide non printing characters. |
| Ctrl + <left arrow> | Moves one word to the left. |
| Ctrl + <right arrow> | Moves one word to the right. |
| Ctrl + <up arrow> | Moves to the beginning of the line or paragraph. |
| Ctrl + <down arrow> | Moves to the end of the paragraph. |
| Ctrl + Del | Deletes word to right of cursor. |
| Ctrl + Backspace | Deletes word to left of cursor. |

| | |
|------------------------|--|
| Ctrl + End | Moves the cursor to the end of the document. |
| Ctrl + Home | Moves the cursor to the beginning of the document. |
| Ctrl + Spacebar | Enable / Disable auto correction. |
| Ctrl + 1 | Single-space lines. |
| Ctrl + 2 | Double-space lines. |
| Ctrl + 5 | 1.5-line spacing. |
| Ctrl + Alt + 1 | Changes text to heading 1. |
| Ctrl + Alt + 2 | Changes text to heading 2. |
| Ctrl + Alt + 3 | Changes text to heading 3. |
| F1 | Open Help. |
| Shift + F3 | Change the case of the selected text. |
| F4 | Repeat the last action performed (2000+) |
| F5 | Open go to window. |
| F7 | Spell check selected text and or document. |
| Shift + F7 | Activate the thesaurus. |
| F12 | Save as. |
| Shift + F12 | Save |

| Mouse Shortcuts | Description |
|---------------------------|-------------------------------|
| Double click | Selects word. |
| Triple click | Selects paragraph. |
| Ctrl + Mouse wheel | Zooms in and out of document. |

Open “The History Halloween” Document

Exercise 1 – Using Copy, Paste, Open New Document, and Menu

1. **Ctrl + A** – highlights document
2. **Ctrl + C** – copies highlighted area
3. **Ctrl + N** – opens new document
4. **Ctrl + V** – pastes highlighted area
5. **Alt +F** – opens file menu
6. Highlight **close** and **DO NOT** save

Exercise 2 – Using Bold, Underline and Italic

1. **Ctrl + Home** – moves cursor to top of document
2. Use **down arrow key** to get to 1st paragraph, 2nd line
3. Use **Ctrl + → arrow key** to get cursor to the word Pomona
4. Use **left mouse button and Double Click** to highlight word
5. **Ctrl + B** to bold word
6. **Do the same to the next word**
7. **Arrow down one line**
8. **Ctrl + ← arrow key** to get cursor to the front of the word Samhain
9. Use **left mouse button and Double Click** to highlight word
10. **Ctrl + U** to underline the word

11. Use **Ctrl + → arrow key** to get cursor to the front of the word All
12. Use **left mouse button Single Click** hold and drag to highlight words All Saints and All Souls Day
13. **Ctrl + I** to italicize the words
14. **Ctrl + S** to save document

Exercise 3 – delete, undo and spacing

1. Go to beginning of 4th paragraph
2. **Ctrl + 2** – double spaces paragraph
3. **Ctrl + Z**– to undo last action
4. move to the 4th line of paragraph
5. **Ctrl + → arrow key** to the first the in the line
6. **Ctrl + Delete** to delete the word to the right of cursor

Exercise 4 – How many Samhain are there in this document?

1. **Ctrl + Home** to move to top of document
2. **Ctrl + F** to find
3. **type in** Samhain
4. **Click on Find Next** until you finish and count how many you find

Exercise 5

1. **Ctrl + End** moves to end of document
2. **Type** Article taken off internet
3. **Ctrl + E** centers the line
4. **Ctrl + R** – right aligns line
5. **Ctrl + L** – left aligns line
6. **Shift + F12** – to save document

References

<http://computer.howstuffworks.com/keyboard1.htm>
<http://www.holiday.net/halloween/story.htm>
<http://www.computerhope.com/shortcut.htm>