

# Shortcut Keys

Please list what shortcut keys you would use on your key board to achieve the following outcomes.

**Example:**

**What keys do you use to copy text, files, and folders? Answer = Ctrl + 'C'**

1. What keys do you use to paste text, files and folders?
2. What keys do you use to cut text, files and folders?
3. What keys do you use to select all the text in a document?
4. What keys do you use in MsWord to create a new document?
5. What keys do you use to print a document?
6. What keys do you use to save a document?
7. What keys do you use to format text as shown below?
  
8. Make text bold
9. Make text underlined
10. *Make text italics*
  
11. What key do you use to close a window, application, or shutdown the computer?
12. (hint, it's Alt + "one key at the top of the keyboard")

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