

Word Processing Formatting Skills

Shortcuts Challenge

Skills Covered	<ul style="list-style-type: none">• Keyboard shortcuts• Mouse Shortcuts
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Task 1 – Basic Keyboard Shortcuts

Complete the table below to state the correct keyboard shortcut for each task

You can find these by:

- *hovering over the button*
- *looking it up on Google*

Task	Keyboard Shortcut
Open a new word document	
Save a word document	
Open a word document	
Print a word document	
Make the text bold	
Make the text italic	
Underline the text	
Increase the font size	
Decrease the font size	
Undo the last action	
Redo the last action	
Copy a highlighted section of text/image	
Paste a highlighted section of text/image	

Task 2 – More Advanced Keyboard Shortcuts

Complete the table below to state the correct keyboard shortcut for each task

You may need to research these ones!

Task	Keyboard Shortcut
Select all the contents of a document	
Align your text to the left	
Align your text to the right	
Centre your text	
Insert a hyperlink <i>link to a website or document</i>	
Insert a bullet point	
Move one word to the left	
Move one word to the right	
Delete the word to the left of the cursor	
Delete the word to the right of the cursor	
Move to the beginning of the line	
Move to the end of the line	
Move to the beginning of the document	
Move to the end of the document	

Task 3 – Basic Mouse Shortcuts

Complete the table below to state the correct mouse shortcut for each task

You may need to research these ones!

Task	Keyboard Shortcut
Select an entire word	
Start a new line aligned to the right	
Create a header	
Create a footer	
Zoom in/out	

Additional Challenge

Now that you have seen how these different shortcuts work, you should be able to explain why they are important

- Insert a new column into the table for Task 1
- Give it the title *My Preference*
- Write down whether you personally preferred:
 - Clicking the button
 - Using the keyboard command
- Repeat this for Tasks 2 and 3