**Word Processing Formatting Skills**

**Shortcuts Challenge**

|  |  |
| --- | --- |
| Skills Covered | * Keyboard shortcuts * Mouse Shortcuts |

**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  *link to a website or document* |  |
| 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