Microsoft Word – Exercise 2

**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 below which lists common shortcut keys that can be used in Microsoft Word.

New Skills Reinforced:

**In this activity, you will practice how to:**

1. use control keys for commonly used editing tasks.

*New Skills will be marked with a:*

**COMMON SHORTCUT KEYS THAT CAN BE USED IN MICROSOFT WORD:**

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 increase font size CTRL+] To save a file CTRL+S

To copy selected text CTRL+C To save as a file F12

To cut selected text CTRL+X To close a document ALT+F4

To paste selected text CTRL+V To select all text CTRL+A

To print CTRL+P

**Instructions:**

1. **Create** a NEW document in Word.

2. Insert a **header** – with the following information: Name, Shortcut Keys, Date

3. Starting on the first line of the document, **type responses to the statements** provided below:

Type one answer per line. DO NOT type the statements or the preceding letters.

a. Your **first and last name**

b. Your **nickname** (the name your instructor should call you).

c. Your **parent(s) or guardian(s) name(s)**.

d. Your **birth date**.

e. A **career** that interests you.

f. One sentence **explaining why you chose the career** in 3e above.

g. Your **best friend’s name**.

h. Your **grade level** preceded by the word **Grade**. Example: **Grade 6**

i. **Two** of your **hobbies** (separated by the word and).

j. **One sentence explaining what you hope to learn in this class**.

**Activity 2: Short Cut Keys**

4. Carefully **proofread** the document for spelling, grammar, and accuracy.

5. **Save** the document as **SHORTCUTS** to your **“My Documents”** folder.

6. Select the appropriate text and **make the following changes using shortcut keys only**:

a. **Bold** your name.

b. **Italicize** your nickname.

c. **Bold and italicize** your parent(s)/guardian(s) name(s).

d. **Underline** your birth date.

e. **Decrease** the **font size** of the career that interests you by 2 points.

f. **Increase** the **font size** of the sentence explaining your career choice to 24 points.

g. **Center** align your best friend’s name.

h. **Right** align your grade level.

i. **Copy** your hobbies and **paste** them two times at the end of this list (on separate lines).

j. **Cut** the sentence explaining what you hope to learn in this class and **paste** below your first and last name.

7. Carefully **proofread** the document for spelling, grammar, and accuracy.

8. **Resave** the document.

**Email the document to Mr. Trevors as an attachment – doug.trevors@nbed.nb.ca**