Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Keyboard Shortcuts Study Guide:**

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| **Keyboard Shortcut:** | **Function:** |
|  | First Set of 10 Keyboard Shortcuts: |
| F7 Key | Used to **check the spelling** in a Microsoft document |
| Ctrl key + U key | Used to **underline** text |
| Ctrl key + Z key | Used to **undo** the last thing you did |
| Ctrl key + Y key | Used to **redo** the last thing you did |
| Ctrl key + N key | Used to create a **new document** |
| Ctrl key + A key | Used to **select all** |
| Ctrl key + B key | Used to make selected text **bold** |
| Ctrl key + S key **or**Shift key + F12 key | Both can be used to **save** a document |
| Arrow keys | Used to **move the cursor** around (up, down, side to side) in existing text |
| Shift key + Arrow keys | Used to **select and highlight** existing text |
|  | Second Set of 10 Keyboard Shortcuts: |
| Ctrl key + K key | Used to **create a hyperlink** |
| Ctrl key + C key | Used to **copy** selected text or images |
| Ctrl key + X key | Used to **cut** selected text or images from a document  |
| Ctrl key + Shift Key + F key | Used to change the **font** |
| Ctrl key + V key | Used to **paste** text or an image that has already been copied or cut |
| Ctrl key + P key | Used to **print** a document |
| Ctrl key + O key | Used to **open** a document |
| Ctrl key + I key | Used to make selected text **italic** |
| Ctrl key + F key | Used to **find** **specific text** on a page |
| Ctrl key + E key | Used to **center** text on a document |
|  | Last Set of 10 Keyboard Shortcuts: |
| Ctrl key + L key | Used to **left align** text |
| Ctrl key + R key | Used to **right align** text |
| Ctrl key + Backspace key | Used to **delete an entire word to the left of the cursor** |
| Ctrl key + Delete key | Used to **delete an entire word to the right of the cursor** |
| Ctrl key + Home key | Used to go to the **beginning of a document (top)** |
| Ctrl key + End key | Used to go to the **end of a document (bottom)** |
| PrntScr key **or**PrnSc key | Used to **capture an image of exactly what is showing on your monitor’s screen** |
| Shift key + F7 key | Used to **open a thesaurus** |
| Ctrl key and **+** key | Used to **zoom into** a document to **make it larger** and easier to see |
| Ctrl key and **-** key | Used to **zoom out** of a document to **make it smaller** to view |

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