Shortcut Challenge

Find the keyboard shortcuts to do the following tasks: **Put your answers in bold next to each description**

1. Display Help
2. Copy the selection
3. Cut the selection
4. Paste the selection
5. Undo something
6. Redo something
7. Permanently Delete Something (ie not move it to the recycling bin)
8. Select a block of text at once to the left of the cursor
9. Select All
10. Close or exit the active program
11. Switch between open items
12. Refresh a website or page
13. Open or close the start menu
14. Display the desktop
15. Open the “Windows” search feature
16. Lock your desktop
17. Maximize/move your window to various parts of the screen
18. Minimize all windows
19. Zoom in on a page
20. Zoom out on a page
21. Make text bold
22. Underline text
23. Make text italicized
24. Make font size larger
25. Make font size smaller
26. Search for an item or text
27. Open a new window or start a new document within a program
28. Print a page
29. Open a document
30. Save a document
31. Align text left
32. Align text center
33. Align text right
34. Move cursor to end of document
35. Move cursor to start of document
36. Replace text in a document
37. Delete the entire next word
38. Open up the keyboard navigation functions

Show the steps you would need to take to do the following in Word without using the mouse:

1. Change the orientation of your page to Landscape
2. Add columns to your page
3. Insert a table into your page
4. Insert a picture into your page
5. Add various borders to your selection
6. Add bullets to your page