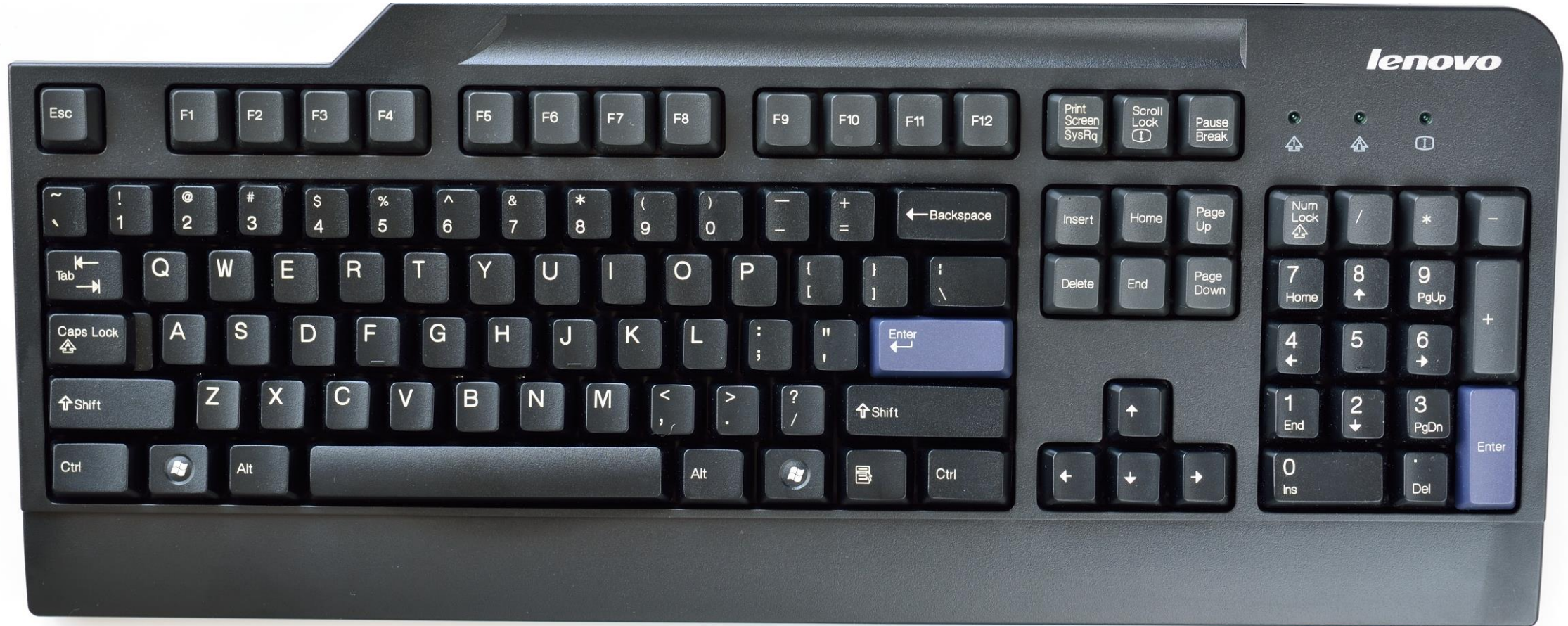


# Keyboard Skills



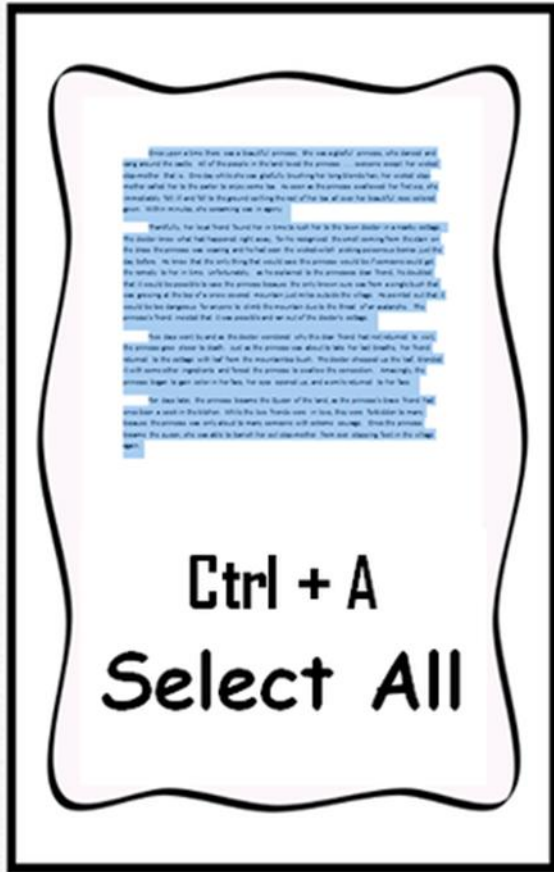
Keyboard shortcuts are a combination of 2 or more key being pressed to perform an action.

They can save you lots of time as you work with Windows or other programs.

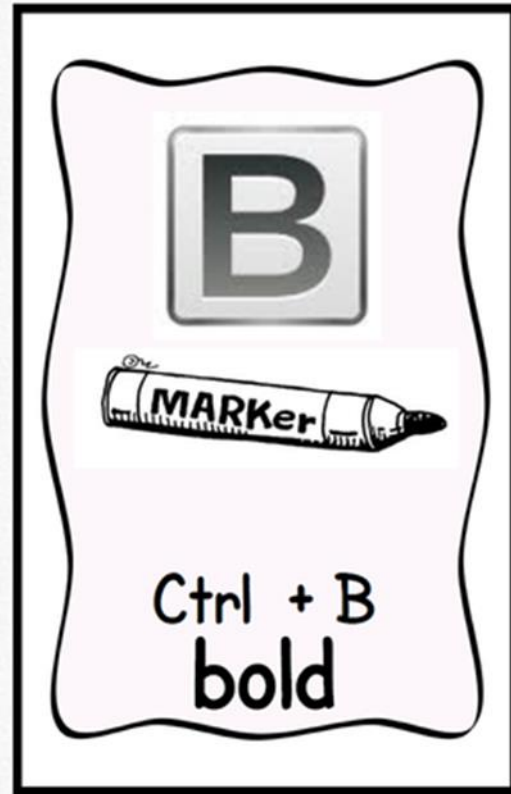


Control A = Select a

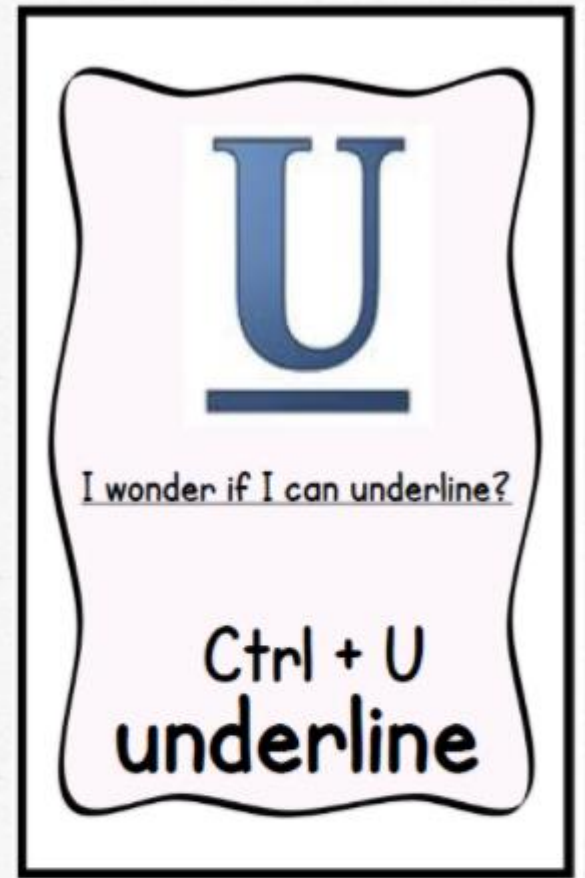




Ctrl + A : Keys, when pressed together, select ALL of the text & images in a document



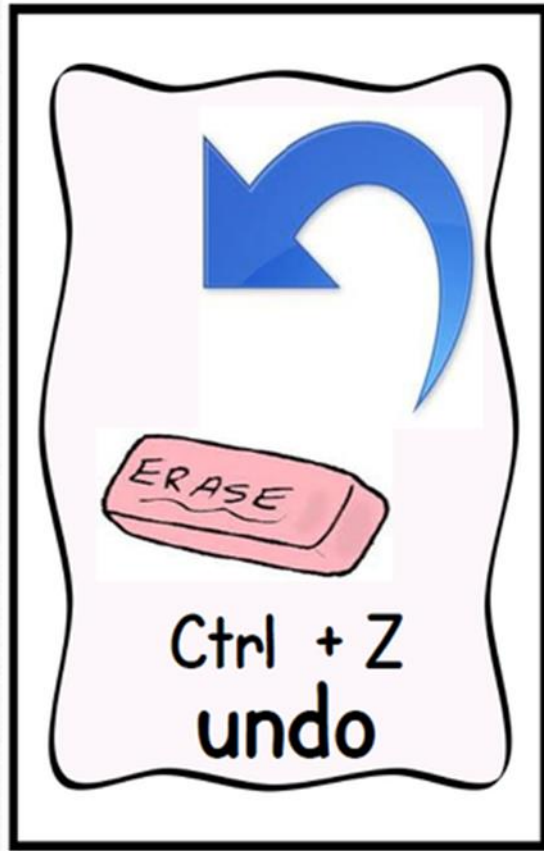
Ctrl + B : Keys, when pressed together, BOLD the highlighted text



Ctrl + U : keys, when pressed together, UNDERLINE selected text.



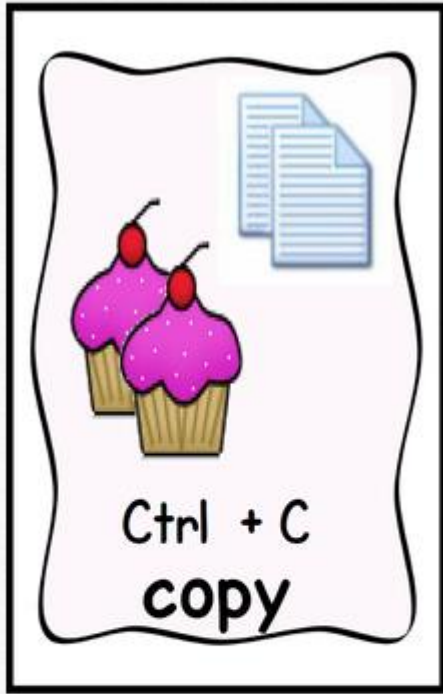
**F7** : key that when pressed  
CHECKS SPELLING in a  
document



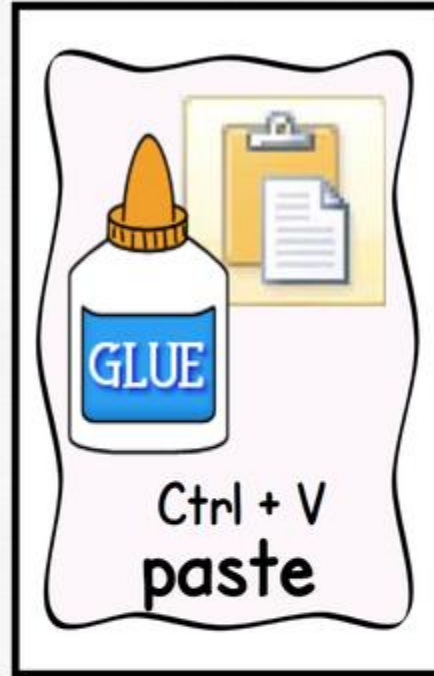
**Ctrl + Z** : keys, when pressed  
together, "UNDO" the last  
action



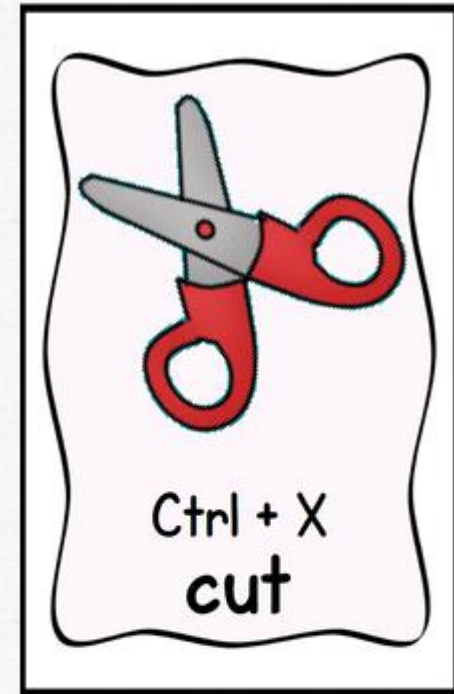
**Ctrl + Y** : keys, when  
pressed together,  
"REDO" the last action



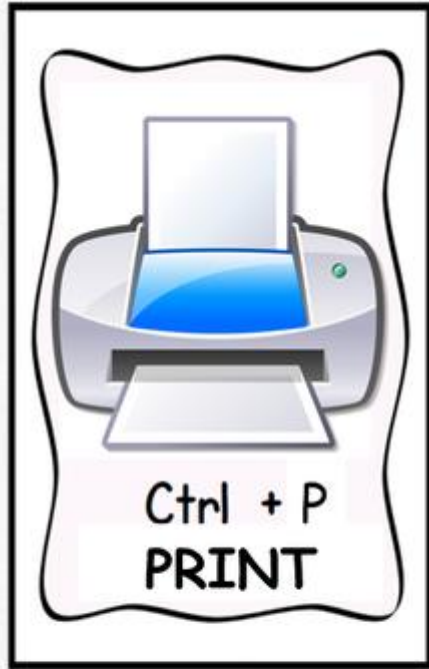
**Ctrl + C** : Keys, when pressed together, will **COPY** the highlighted text or selected image to a virtual clipboard



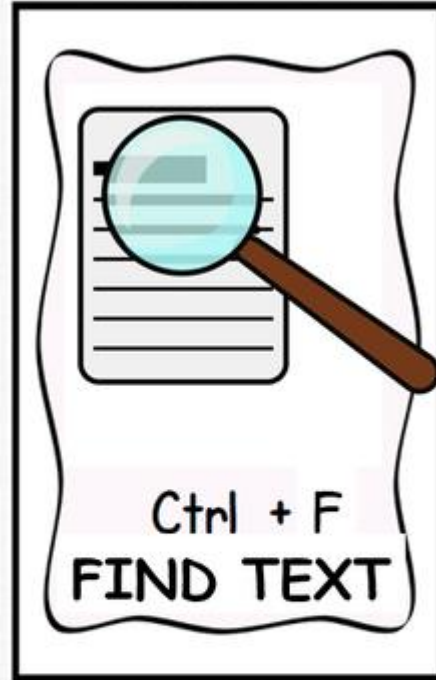
**Ctrl + V** : Keys, when pressed together, will **PASTE** text or an image that has already been selected and stored on a virtual clipboard



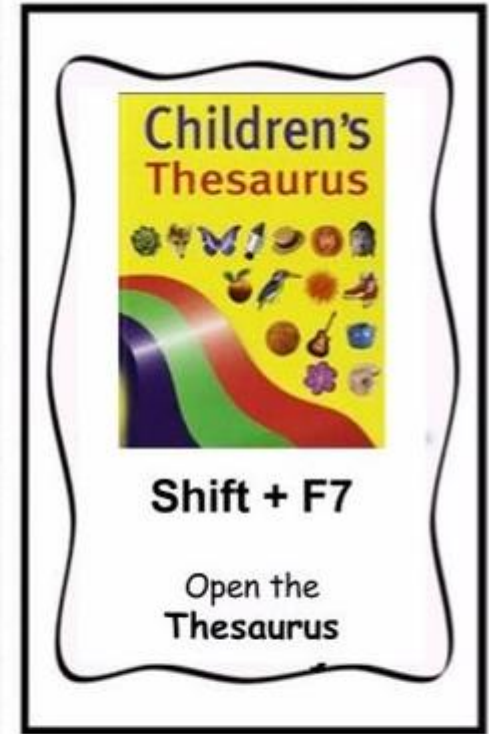
**Ctrl + X** : Keys, when pressed together, will **CUT** the highlighted text or selected image to a virtual clipboard



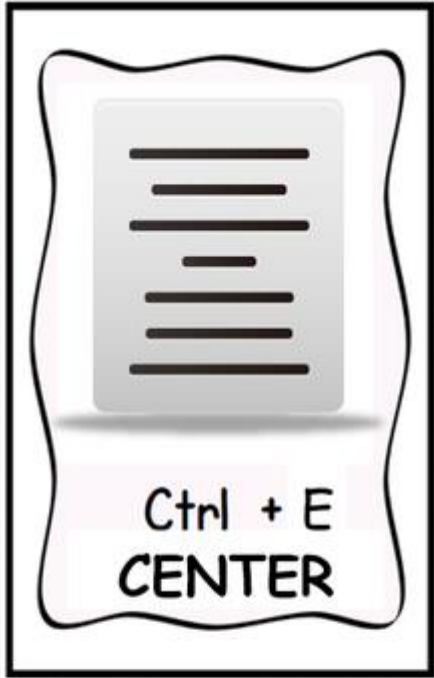
Ctrl + P : Keys, when pressed together, will PRINT a document



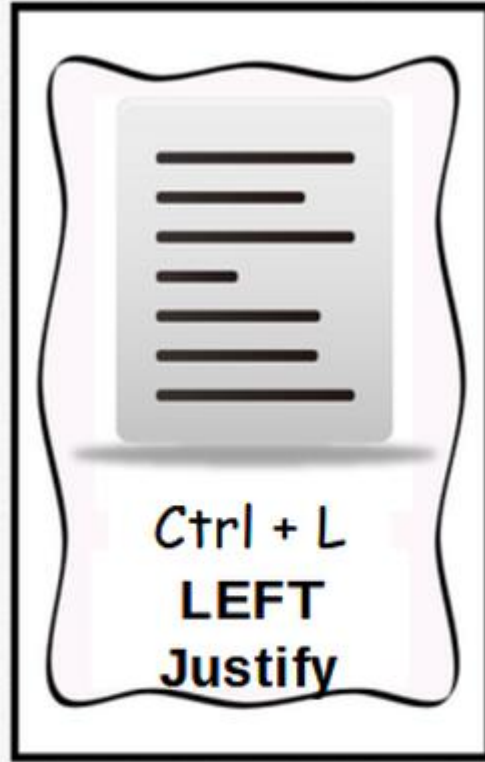
Ctrl + F : Keys, when pressed together, will FIND Text in an open document



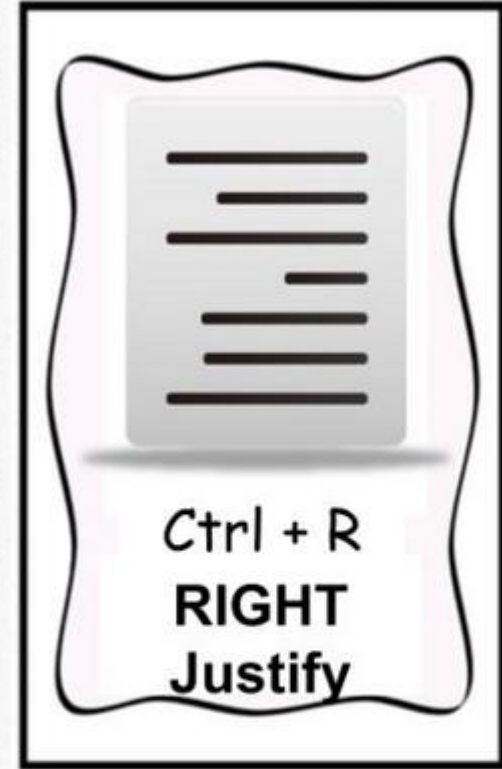
Shift + F7: Keys, when pressed together, will open a thesaurus



**Ctrl + E** : Keys, when pressed together, will **CENTER ALIGN** highlighted text or a selected image within a document

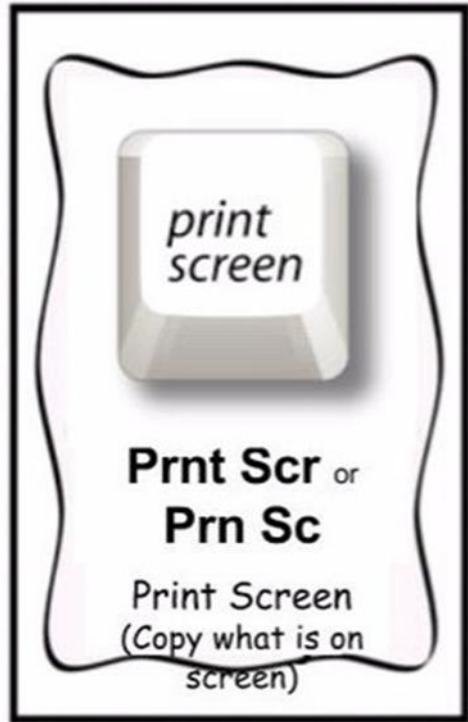


**Ctrl + L** : Keys, when pressed together, will left align text



**Ctrl + R** : Keys, when pressed together, will open right align text





**PrntScr (Print Screen)** : A key used to capture an image of exactly what is showing on your monitor's screen

Use a Word Processing package such as Microsoft Word, WordPad or Google Docs and have a go at using some keyboard shortcuts.

# Do you love emoji's?

There is even a keyboard shortcut for them too.  
Press the Windows Key and full stop.

