# Unit 1: Module 2, Workbook Basic keyboard shortcuts

The guidance in this document is for Word 2010. The menu set up and keystrokes may be different in other versions of Word.

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## What is a keyboard shortcut?

A keyboard shortcut is a set of key presses that instruct an action to take place and is a faster and more accessible method compared to using the computer mouse or a sequence of key strokes to select icons and drop down menu options.

For example, to change a line of text to Heading Style 1:

### By mouse:

* select the **Home ribbon**
* go to the **Styles** section
* use the drop down menu and select **Heading 1**.

### By keyboard strokes

* **Alt and H** to get the **Home ribbon**
* **L** to get to the **Styles** section
* use the **cursor keys** to navigate to the “Heading 1” style icon
* **Return** to select

### By keyboard shortcut:

* **Alt Ctrl 1**.

You hold all three keys down at the same time, you can select **Alt** and **Ctrl** first, then keep them depressed and press the **1** key. **This method is over 70 per cent quicker than the mouse method.**

## Learn basic keyboard shortcuts

Shortcut keys can help you to structure your Word document really quickly. It may seem slower, whilst you are learning the shortcuts, but think of how much quicker it will be to format and use your Word documents in the future.

### Exercise 1

Find out what the shortcut keys are for the following actions.

You may wish to do this through trial and error, using the Help feature in Word, by searching the internet or asking colleagues.

| **Action** | **Shortcut keys** |
| --- | --- |
| Open an existing file |  |
| Select all |  |
| Print a document |  |
| Save as |  |
| Close current document |  |
| Exit Word |  |
| Copy |  |
| Cut |  |
| Paste |  |
| Undo |  |
| Redo |  |
| Move between open programmes and documents |  |
| Set Headings |  |
| Set text to Bulleted List |  |
| Set text to bold |  |
| Set text back to Normal style |  |

Table . Exercise 1 Shortcut keys

## Use basic keyboard shortcuts

Using shortcuts initially may take extra time while you are going through the learning process. However they will speed up the process and with a little practice they’ll become second nature.

### Exercise 2

Download the **Exercise 2: Keyboard shortcuts practise - standard document** and use the shortcuts you have identified to carry out the following actions:

* select all of the text and change the font style to Arial
* set the first line “Creating reading lists” to Heading 1
* highlight the fourth paragraph “Create reading list and share with your learners”, cut it and move it (paste) to underneath the second paragraph
* set the first line of the third paragraph “Create reading list and share with your learners” to Heading 2
* select the last three lines of paragraph 3 and turn them into a bulleted list
* select the final paragraph “Once your reading …” and copy it, then move it to under the first paragraph
* undo the previous action (you may need to do the shortcut action more than once)
* move between the practise document and this workbook
* set “Share reading lists with staff (Sponsors)” to Heading 2
* select the last three lines under “Share readings lists …” and turn them into a bulleted list
* set “Once your reading list has …” to Heading 2
* select the three lines under “Once your reading list has …” and turn into a bulleted list
* make all three instances of “Help Centre” bold (don’t bold the quote marks)
* make all three instances of “**Reading list**” bold (not the quote marks)
* make “How do I create a reading list?” bold
* undo the previous action
* redo the previous action
* make “How do I share a reading list?” bold
* make “How do I subscribe to a shared reading list?” bold
* change “Once your reading list had …” from Heading 2 to Normal style
* copy the first paragraph and paste it at the end of the document
* undo the previous action
* use the Save As function to save the document
* print the document
* close the document
* exit Word.

The exercise is now complete.

### Exercise 3

Download the **Exercise 3: Keyboard shortcuts practise – textbook** and use the shortcuts you have identified to carry out the following actions:

* select all of the text and change the font style to Arial
* set “Chapter 1” to Heading 1
* set “The apple tree” to Heading 2
* select the third paragraph “On the shaded …”, cut it and move (paste) it to underneath the fourth paragraph “The apple tree …”
* set “The journey” to Heading 2
* select the four lines underneath “Henry began his …” starting at “off his leaf” and ending at “… muddy puddle.” – turn this into a bulleted list
* select the final paragraph “Half way through …” and copy it, then paste the copied paragraph onto a line underneath the heading “Henry the caterpillar”
* undo the previous action (you may need to do the shortcut action more than once)
* move between the practise document and this workbook
* in the first paragraph highlight the last two words “very hungry” and make them bold
* undo the previous action
* redo the previous action
* set “Eating and sleeping” to Heading 2
* use the Save As function to save the document
* print the document
* close the document
* exit Word.

The exercise is now complete.

## Answers to exercises

### Exercise 1

| **Action** | **Shortcut keys** |
| --- | --- |
| Open and existing file | Ctrl and O |
| Select all | Ctrl and A |
| Print a document | Ctrl and P |
| Save as | F12 |
| Close current document | Ctrl and W |
| Exit Word | Alt and F4 |
| Copy | Ctrl and C |
| Cut | Ctrl and X |
| Paste | Ctrl and V |
| Undo | Ctrl and Z |
| Redo | Ctrl and Y |
| Move between open programmes and documents | Alt and Tab |
| Set Headings | Ctrl Alt and 1, 2 or 3 depending on the Heading your require |
| Set text to Bulleted List | Ctrl, Shift and L |
| Set text to bold | Ctrl and B |
| Set text back to Normal style | Ctrl, Shift and N |

Table 2. Exercise 1 Answers, Shortcut keys

### Exercise 2

Download the **Exercise 2: Keyboard shortcuts answer - standard document** to see how your edited document should look.

### Exercise 3

Download the **Exercise 3: Keyboard shortcuts answer – textbook document** to see how your edited document should look.

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