W 6.8

**6th Grade Microsoft Word**

**Shortcut Keys Matching**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.8” to your class folder

3. Insert a header

4. Double click below the header

5. Type the letter that matches each shortcut key

**\*You may have to look these up online!**

|  |  |
| --- | --- |
| 1. | CTRL + B |
| 2. | CTRL + U |
| 3. | CTRL + I |
| 4. | CTRL + R |
| 5. | CTRL + L |
| 6. | CTRL + E |
| 7. | CTRL + C |
| 8. | CTRL + V |
| 9. | CTRL + Z |
| 10. | CTRL + X |

|  |  |
| --- | --- |
| a. | center align |
| b. | undo |
| c. | bold |
| d. | copy |
| e. | paste |
| f. | left align |
| g. | italicize |
| h. | right align |
| i. | underline |
| j. | cut |