W 7.8

**7th Grade Microsoft Word**

**Shortcut Keys**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.8” to your class folder

3. Insert a header

4. Double click below the header

|  |  |
| --- | --- |
| CTRL + B | Bold text |
| CTRL + U | Underline text |
| CTRL + I | Italicize text |
| CTRL + R | Right align text |
| CTRL + L | Left align text |
| CTRL + E | Center align text |
| CTRL + C | Copy text |
| CTRL + V | Paste text |
| CTRL + Z | Undo changes |

5. Type responses to the following statements below

6. Use the shortcut keys to make the following changes:

a. Italicize your name

b. Bold the name of your school

c. Underline the name of someone in your family

d. Center align your birth date

e. Copy and paste the college you would like to go to underneath where it already is typed

f. Right align the career path you might take

g. Bold the car you like

a. Your first and last name

b. The name of your school

c. The name of someone in your family

d. Your birthdate

e. The college you would like to go to someday

f. A career you’re interested in

g. A kind of car you like

**Shortcut Keys**

6. Use the shortcut keys to make the following changes:

a. Italicize your name

b. Bold the name of your school

c. Underline the name of someone in your family

d. Center align your birth date

e. Copy and paste the college you would like to go to underneath where it already is typed

f. Right align the career path you might take

g. Bold the car you like

7. Save the document again