

## **Appendix A: Keyboard Shortcuts**

LINK to practice document: [Women in American Revolution](#)

- Ctrl – C = Copy
  - Ctrl – V = Paste
  - Ctrl – X = Cut
  - Ctrl – Z = Undo
  - Ctrl – A = Select All
  - Ctrl – 1 = Single Space
  - Ctrl – 2 = Double Space
  - Alt – Tab = Move Between Programs
  - Selecting B when in PPT = Screen Black
  - Selecting W when in PPT = Screen White
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- Print Screen – Either Control+PrintScreen or just Print Screen Button

## **Appendix B: Microsoft Word Shortcuts**

### **Zoom In and Out**

You can use the scroll button on your mouse to zoom in and out of documents quickly. Just hold down the **Ctrl** key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.

**F7**: Run the *spell-checker*.

**Shift-F7**: Run the *thesaurus*.

**Shift-F3**: Toggle Selected text between lowercase, initial capitals, and uppercase.

**F12**: Open the *Save As* dialog

### **Quickly Drawing a Line in a Word Document**

3 hypens (---) and enter

- Double click = to start typing anywhere in a Word document.
- Windows Key + D = to go desktop.
- Windows Key + M = minimize all open programs and documents.

### **Format Painter**

