

## Intro To Computers

### Word #3 – Shortcut Keys

Objective: Use shortcut keys to make formatting quicker.

1. In your *Intro to Computers* folder, create a folder titled *first\_last\_word\_3*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. Save the document in your *first\_last\_word\_3* folder with the name *ShortcutKeys*.
4. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #3*. Right aligned in the header should be your FIRST LAST names.
5. On the first line of the document, type responses to the statements provided below. Type one answer per line. The statement should not be typed and no numbering or lettering should be typed. Use appropriate capitalization.
  - a. Your first and last name
  - b. The name of your school
  - c. The name(s) of your parent(s) or guardian(s)
  - d. Your birthdate. Write it in the format *January 12, 2000*
  - e. A college or university you might want to attend
  - f. The career path you are thinking of taking
  - g. The kind of car you would like to own one day
  - h. The name of one of your closest friends
  - i. The city you live in
  - j. A sentence explaining why you are thinking of taking the career path you wrote after your college or university
6. Carefully proofread the document for spelling and grammar.
7. Resave the document.
8. Use shortcut keys to select appropriate text and make the following changes:
  - a. Italicize your name
  - b. Bold the name of your school
  - c. Underline the names of your parent(s)/guardian(s)
  - d. Italicize, bold, and underline your birthdate
  - e. Increase the font size by 2 points of the college you might attend
  - f. Decrease the font size by 2 points of your possible career path
  - g. Center align the car you might like to own

- h. Right align the name of your friend
  - i. Copy the city you live in and paste it under your first and last name
  - j. Cut the sentence explaining your career choice and paste it under your possible career path.
9. Carefully proofread the document for spelling and grammar.
  10. Resave the document and exit out of Word.
  11. Zip up your *first\_last\_word\_3* folder. Turn in your *first\_last\_word\_3.zip* file.