Keyboard Shortcuts - Exercise

This exercise assumes the student will be using Windows, but most shortcuts on macOS will be similar.

1. Open up a blank Google Doc.

2. Copy this dummy text using a keyboard shortcut.

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3. Paste the text into the new doc <u>without formatting</u>.

4. Cut a sentence from one part of your doc and paste it somewhere else.

5. Use a shortcut to find the word "id" and replace it with something else.

6. Delete a sentence. Use a shortcut to undo that, and then redo it.

7. Apply bold, underline, and italics to a sentence.

8. Use the Home and End keys to quickly navigate to the beginning and end of a line, and use shortcuts to navigate to the beginning and end of the doc.

9. Select all of the text in the doc at once and delete it.

10. Use a shortcut to open File Explorer, and then select multiple files/folders with Ctrl + click.

11. Use a shortcut to open a new window, and then to create a new folder.

12. Use a shortcut to take a screenshot and save it to a folder, and then use the Snipping Tool shortcut to take a screenshot of a smaller area.

13. Navigate to your Screenshots folder. Cut the two image files you just created and paste them onto your desktop.

14. Use a shortcut to navigate back to the File Explorer, and another shortcut to close it.