

I'm not robot!

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Microsoft Word Keyboard Shortcuts Worksheet

Activity Overview:
Everyone knows that fast and efficient typists rarely let their fingers leave the keyboard. Having to lift your hand to find the mouse, then point and click at an icon, only slows down typing speed. Becoming adept at using control key shortcuts will not only save time but will increase your knowledge of the power of your word processor.

Directions: Fill in the correct shortcut to its corresponding function.

1. _____ CTRL+B _____ Bold Text	A. CTRL+U
2. _____ _____ Bullets Text	B. ALT+F4
3. _____ _____ Underlines Text	C. CTRL+Q
4. _____ _____ Closes Current Window (Function Key)	D. CTRL+I
5. _____ _____ Opens Existing Document	E. CTRL+B
6. _____ _____ Saves a Document	F. CTRL+K
7. _____ _____ Save As a Document (Function Key)	G. CTRL+W
8. _____ _____ Copies Text/Pictures	H. CTRL+S
9. _____ _____ Pastes Copied Text/Pictures	I. F12
10. _____ _____ Cuts Text/Pictures	J. CTRL+C
11. _____ _____ Left-Aligns Text	K. CTRL+Z
12. _____ _____ Center-Aligns Text	L. F7
13. _____ _____ Right-Aligns Text	M. CTRL+R
14. _____ _____ Spellchecks a Document (Function Key)	N. CTRL+E
15. _____ _____ Undoes Last Action	O. CTRL+I
16. _____ _____ Increase Font Size (Greater Than)	P. CTRL+Shift+>
17. _____ _____ Decrease Font Size (Less Than)	Q. CTRL+Shift+<



Fill the gaps with the words from the table

- keys
- fault
- reinstall
- plug in
- reboot
- turn on
- socket
- hard drive
- frozen
- press
- battery
- doesn't load
- cable
- touch pad
- crashes

1. Another way to say 'touch' or 'push' a button or a key, is _____
2. The name of the part of a computer where you save/store your applications and documents, is the _____
3. When talking about computers, people call an electrical, software or hardware 'problem' a _____
4. Another way to say 'switch on' or 'start' a computer, is _____
5. The part of a laptop where you move the cursor on the screen with a finger, is called the _____
6. A 'lead' or 'wire' which connects a computer to a printer or a power supply, is called a _____
7. A different way to say 'restart' a computer, is to _____
8. A two-word verb that means to connect a 'cable' to a computer or to an electrical power supply, is _____
9. When you can't move the cursor on the screen, the screen is _____
10. Another way to say that an application 'doesn't start', is _____
11. A hole where a cable is connected to, is called a _____
12. The buttons on a keyboard that have letters or numbers on them, are called _____
13. The name of the power supply for a laptop or a mobile phone, is called a _____
14. When a computer or application fails or stops working, it _____
15. When you install the software again, you _____ it.

Computers, Inside & Out - Operating Systems Vocabulary Worksheet

Fill in the blanks with the vocabulary words from the box below. Use each word only one time.

hard drive	Windows	supported	BIOS
user-friendly	essential	graphics	System 9
DOS	operating system		

1. The large program that connects how the CPU communicates with other hardware components is the _____.
2. A computer that is easy to operate is called a _____.
3. The _____ makes up the computer and hardware it what to do.
4. The _____ part of the operating system is stored on ROM.
5. Important, but not essential, parts of the operating system are stored on the _____.
6. One-based Operating System is also known as _____.
7. _____ is the most common operating system for PCs.
8. Operating systems are constantly being _____ as technology advances.
9. One example of a Macintosh operating system is _____.
10. A Graphical User Interface uses _____ to help the user navigate within the computer system.

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