**Word Shortcuts Quiz +**

**Type answer or #1,2 in red (example- Ctrl C)**

1. Copy **Ctrl C**
2. Cut
3. Paste
4. Select All
5. Bold
6. Italicize­­­­­
7. Underline
8. Print
9. Save
10. Open- Document/File
11. Undo last action
12. New blank document in Word
13. Font increase
14. Font decrease
15. Double Space
16. Single Space
17. Align text to left
18. Align text to right
19. Align text to center
20. Align text across whole page
21. Zoom out
22. Zoom in
23. Close current tab
24. When to click “enter”
25. Select/highlight words or paragraphs

Ctrl + A

Ctrl + S

Ctrl + B

Ctrl + }

Ctrl + L

Ctrl + {

Ctrl + C

Ctrl + 1

Ctrl + V

Ctrl + Z

Ctrl + X

Ctrl + I

Ctrl + W

Ctrl + U

Ctrl + N

Ctrl + E

Ctrl + R

Ctrl + J

Ctrl + P

Ctrl + 2

Ctrl + O

Ctrl + scroll wheel up

Ctrl + scroll wheel down

1. Shift + arrow keys/Ctrl + select word(s)

**2.**  If textbox is highlighted, and next command is submitting to next page.