Name: _____ Date: _____

Keyboard Shortcuts

Match each shortcut to what it does. Write the letter of the action on the line. (On a Mac, use Cmd instead of Ctrl.)

1. `Ctrl + C` _____
2. `Ctrl + V` _____
3. `Ctrl + X` _____
4. `Ctrl + Z` _____
5. `Ctrl + Y` _____
6. `Ctrl + S` _____
7. `Ctrl + P` _____
8. `Ctrl + F` _____
9. `Ctrl + A` _____
10. `Ctrl + B` _____

A. Find a word on the page

B. Save

C. Redo

D. Bold text

E. Undo

F. Paste

G. Copy

H. Cut

I. Select all

J. Print

Which shortcut would you use?

1. You deleted a paragraph by accident. _____
2. You need to find the word "climate" in a long article. _____
3. You want to move a sentence to a different spot. _____
4. You want to highlight everything in your document. _____

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