

**ELECTRONIC DOCUMENT PREPARATION
TOPIC: KEYBOARD TECHNIQUES**

ACTIVITY: INVESTIGATION SHORTCUT KEYS

READ ALL THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING A TASK.

1. Open word document
2. Type the paragraph below

The name comes from reading the first six keys appearing on the top left letter row of the keyboard (Q , W , E , R , T , and Y) from left to right. The QWERTY design is based on a layout created for the Sholes and Glidden typewriter and sold to Remington in 1873.

TASK B - Investigating Function Keys.

Press the following keys and observe what happens after you press each key. Use a table, similar to the one above, to record your observation. In the table, write the name of the key pressed and the action that takes place after you depressed the key combinations.

1. F1
2. F2
3. F3
4. F4
5. F5
6. F6

TASK C - Investigating Special Keys.

1. Place the cursor at the beginning of the paragraph and press the **Tab** key once.
2. Insert the cursor before 1873 and press the **Backspace** key and leave the cursor at that spot.
3. Now, press the **Delete** key twice
4. Replace the two numbers with 1 and 9, making it 1973
5. Place the cursor after the full stop at the end of the paragraph.
6. Press the **Enter** key thrice
7. Press the **Caps Lock** key once and type the first letter of your first name
8. Press the **Caps Lock** key a second time and type the other letters of your name.
9. Select the Office button at the upper left hand corner of the application window and then press **ESC**.
10. Move the cursor in front of your name then then press the number **3** on the alphanumeric keypad.
11. Then, hold down the shift and press the number **3**, again.

TASK D – Investigating Shortcut Keys.

Press the following key combinations, **observe what happens when you press both keys and then cancel the operation using an appropriate key only if you are instruction to do so.** (You used this key in Task C). Use a table, similar to the one used in Task C, to record your observation.

Hold down:

1. Hold down **Ctrl + A** then **Ctrl + B** and finally press **Ctrl + Z** twice.
2. Hold down **Ctrl + A** then **Ctrl + C**.
3. Place the cursor at the end of the paragraph and press the **ENTER** key twice
4. Now, hold down **Ctrl + V**
5. Hold down **Ctrl + A** then hold down **Ctrl + X**
6. Now, hold down **Ctrl + Z**
7. Hold down **Ctrl + P** then use an appropriate key to cancel the operation.
8. Now, hold down **Ctrl + S** and complete process requested by the dialogue box then press **ENTER**. If you are unable to complete this task, go to the next task.
9. Finally, press **Ctrl + W**