

Name \_\_\_\_\_

# Microsoft Word Keyboard Shortcuts Quiz

Directions: Fill in the correct Shortcut to it corresponding function.

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