

LEARN

Today we are learning about shortcut keys. You will notice that you can not edit this doc. You will have to make a copy and rename it.

Go to File > Make a Copy > Then change the name so your name replaces the words Copy of.

Here is a list of what we will learn:

[Screenshot](#)

[Shortcut keys](#)

Shortcut keys

Copy	Ctrl c
Paste	Ctrl v
Cut	Ctrl x
Select All	Ctrl a
Undo	Ctrl z



- ❖ Select an entire word by clicking on it 2 times.
- ❖ Select a sentence by clicking on it 3 times.

By using 2 clicks , COPY and PASTE, copy the words on the left to the blue box on the right.	
Rhinoceros	
Lizard	
Elephant	

By using **2 clicks**, CUT and PASTE, move the word on the left to the yellow box on the right.

Pluto	
Saturn	
Jupiter	

By using **3 clicks**, COPY and PASTE, move the sentence (pangram) on the left to the pink box on the right.

The quick brown fox jumped over the lazy dog.	
The five boxing wizards jump quickly.	
The quick onyx goblin jumps over the lazy dwarf	

CREATE

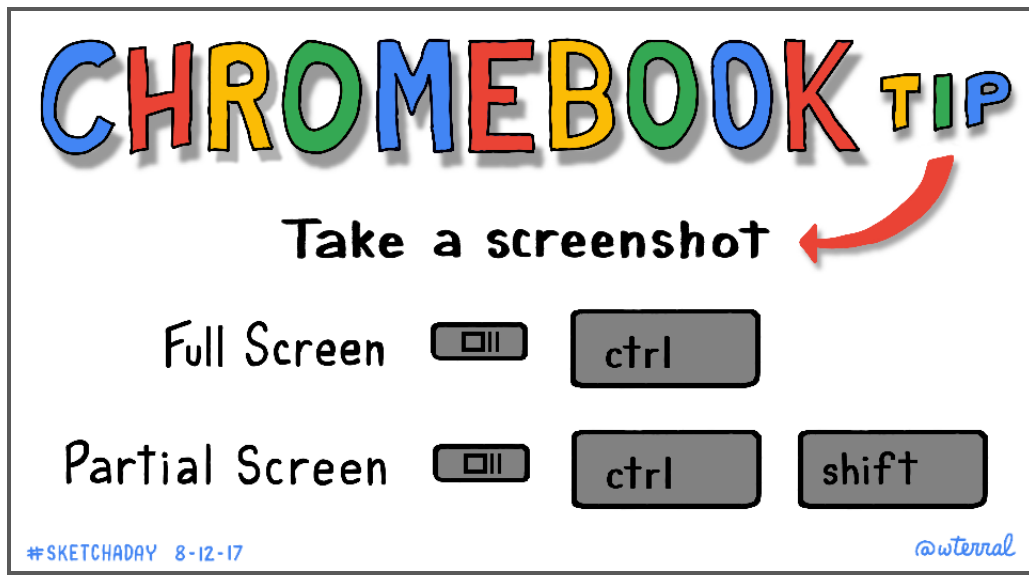
Write your name:

Undo what you just wrote!

Copy your name from above.

Write your name again, change the size, font and colour.

Screenshot



1. Follow the instructions to take a partial screenshot.
2. Go to image icon > upload from computer > downloads
3. Click on your screenshot and put it below

Put a screenshot of your name (from above) in this box. Use the corners to **resize** it.



Are you finished? SHARE

Blog about it. Use the sentences starters to help you write your post and reflect on your learning.