

## Shortcut keys in Word 2010

Objective : at the end of the lesson you shall be able to

- Learn the shortcut keys in MS Word.

CTRL+SHIFT+A	converts the selected text to capital letters or vice versa
CTRL+SHIFT+F	Displays the Font dialog box.
CTRL+SHIFT+G	Displays the Word Count dialog box.
CTRL+SHIFT+S	Displays the Apply Styles task pane.
ALT+R	Displays the Review tab
ALT+CTRL+1	Apply Heading 1, Similarly ALT + CTRL + 2 will apply heading 2
CTRL+SHIFT+L	Applies Bullets
CTRL+SHIFT+F5	Bookmark
CTRL + B	Bold Text
CTRL + I	Italic Text
CTRL + U	Underline Text
CTRL+PAGE DOWN	Browser Next
CTRL+E	Navigate to the center Paragraph
CTRL+SHIFT+ENTER	Column Break
CTRL+SHIFT+C	Copy Format
ALT+SHIFT+F7	Dictionary
ALT+CTRL+S	Splits the Document
CTRL+SHIFT+D	Double Underline
CTRL+END	End of Document
END	End of line
CTRL+SHIFT+P	Font size select
SHIFT+F5 or ALT+CTRL+Z	Go Back to previous state

CTRL+SHIFT+.	Grow Font
CTRL+] ]	Grow Font one point
ALT+SHIFT+R	Header Footer Link
CTRL+K	Hyperlink
CTRL+M	Indentation
CTRL+J	Justifies Paragraph
ALT+F8	Inserts Macros
ALT+SHIFT+K	Mail Merge Check
F10	Menu Mode
ALT+F7	Moves to the Next Misspelling
CTRL+H	Replace
CTRL+P	Print
CTRL+SHIFT+F12	Also launches Print
ALT+SHIFT+BACKSPACE	Redo
F12	Save As
CTRL+SHIFT+K	Small Caps
CTRL+SHIFT+S	Style
SHIFT+F7	Thesaurus
ALT+SHIFT+T	Time Field
CTRL+SHIFT+M	Unindent

## **Typing practice using open source typing tutor tools**

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**Objectives :** At the end of this lesson you shall be able to

- **understand about typing software**
  - **typing Tutor tools.**
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You will be able to learn touch typing quickly and efficiently with the program's intelligent practice lessons, useful support functions and an extensive progress tracker. You can also play a typing game and expand the program with open lessons or make your own to meet your specific needs.

Full courses for Beginner, Advanced and Expert typists

- Introduction course. First time using keyboard. The course covers all characters typed on your keyboard.
- Beginner course. This course helps to learn the position of keys on the keyboard. After completing this course, you will know which finger to use to hit each key without looking at the keyboard. The course also covers upper-case letters, special symbols, and the numeric pad.
- Advanced course, helps to improve your typing speed by memorizing frequently used syllables and words.  
  
Expert course helps you to perfect the skills acquired by typing an actual text.

### **Progress Tracking**

- The statistics reflect your typing speed, accuracy and time-out, complete with a summary at the end of each lesson.
- and it suggests your next step: Go to the next lesson or Try again comparing the results with Course goals.
- You can evaluate your own performance or students at any time by simply looking at charts.
- overall lesson rate, typing speed( WPM, CPM, KPM, WPS, CPS, KPS ), accuracy and time-out are enabled in the both: table and chart presentation
- also, for each lesson, statistics by each character and keystroke in the column charts

### **The Typing Tutor Advantage**

- **Easy to Get Started**  
  
Create classes to group your students, and Import your entire student roster using our simple Student Import tool.
- **Reporting**  
  
Access and export detailed reporting data. Reports and graphs exist for all levels of data.
- **Statistical Graphs & Charts**  
  
Both students and teachers have access to detailed graphs and statistics to track progress.
- **Complete Course - Novice to Professional**  
  
Beginner, Intermediate, Advanced, and Specialty Lessons to help typists of all levels.
- **Fun Interactive Typing Games**  
  
Students can take a break from the exercises to practice with several educational typing games.
- **Typing Test**  
  
Students can repeat the typing test to track their progress over time.
- **Helpful Typing Hints & Tips**  
  
Tips and helpful technique information is constantly provided to reinforce proper typing techniques.
- **On-Screen Keyboard & Hand Diagram**  
  
Key position and proper finger placement is always displayed to keep beginners from looking at their hands.