

## Reduce Mouse Movements

*Teach common keyboard shortcuts to help increase speed and efficiency by reducing mouse movements, providing quick access to commands and reducing accidental selections from the menu.*

### Microsoft Word Keyboard Shortcut

Use the **Command (Apple) key** instead of **Control key** for Macintosh

**Control + A** = Highlight the entire document

**Control + B** = Bold

**Control + C** = Copy

**Control + D** = Duplicates clip art

**Control + F** = Find

**Control + G** = Go to

**Control + H** = Replace

**Control + I** = Italics

**Control + N** = New document

**Control + O** = Open document

**Control + P** = Print document

**Control + S** = Save document

**Control + U** = Underline

**Control + V** = Paste

**Control + X** = Cut

**Control + Y** = Repeats typing

**Control + Z** = Undo

**F1** = Help

**Control + F6** = switches between Word Documents

**ALT + F4** = close a document

**Control + Turn the mouse wheel** = magnifies text on the screen only (not all mice have a center wheel☺)

**Double Click** = highlights a word

**Control + click in the sentence** = highlights the whole sentence

Highlight a section by **click in front** of the section, hold the **shift** key and **click after** the desired section

**Control + 1** = Single Space

**Control + 2** = Double space

**Control + 5** = 1 ½ lines of space

**F7 key** = Spell check

Right click on a misspelled word = drop down menu

**Macintosh Command + click the mouse on misspelled word**

**F7 + Shift key** = Thesaurus

Right click on a word and choose synonym

**Control + ALT + Delete** = Restarts a frozen computer

**ALT + the underline letter in the menu** = opens the menu

Example ALT + E opens the Edit menu Just click on the underline letter in the submenu to make a selection

