

Quiz on Microsoft Shortcuts - Answersheet

Function Keys (top of the keyboard)

F1 - Help

F2 – Edit in Excel

F4 - Do again (repeats last key stroke/action)

F7 – Spell checker

F12 – File Save As (so much quicker than using the mouse)

Combination keys with Ctrl (Control – bottom left and right of keyboard)

S - Save

P - Print

O - Open

N - New

Z - Undo

X - Cut

C - Copy

V - Paste

H – Find and Replace

F - Find

G – Go to (page)

Y - Redo

B I U – old favourites – Bold, Italic, Underline (before and after the word/phrase or highlight first)