Name _____ Date _____

ICT · Typing and documents

Word Processor Words

Match each word to its meaning.

Write the letter in the box.

☐	1. bold	a)	makes letters slant
☐	2. italic	b)	takes back the last action
☐	3. underline	c)	draws a line under words
☐	4. font	d)	makes letters thick
☐	5. undo	e)	the style of letters

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Keyboard Shortcuts

Fill in the blanks.

1. Ctrl + C _____

2. Ctrl + V _____

3. Ctrl + S _____

4. Ctrl + Z _____

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Home Row

Write the home row keys.

Your fingers rest on the home row: A S D F (left) and J K L ; (right).

1. Left hand: _____

2. Right hand: _____

3. The bump keys are ____ and ____.

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ANSWER KEY

Name _____ Date _____

ICT · Typing and documents

Word Processor Words

Match each word to its meaning.

Write the letter in the box.

d	1.	bold
a	2.	italic
c	3.	underline
e	4.	font
b	5.	undo

a) makes letters slant

b) takes back the last action

c) draws a line under words

d) makes letters thick

e) the style of letters

ANSWER KEY

Name _____ Date _____

ICT · Typing and documents

Keyboard Shortcuts

Fill in the blanks.

1. Ctrl + C **copies**
2. Ctrl + V **pastes**
3. Ctrl + S **saves**
4. Ctrl + Z **undoes**

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ANSWER KEY

Name _____ Date _____

ICT · Typing and documents

Home Row

Write the home row keys.

Your fingers rest on the home row: A S D F (left) and J K L ; (right).

1. Left hand: A S D F
2. Right hand: J K L ;
3. The bump keys are F and J .

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