

Keyboard Skills

Assessment Task

Revising short-cut keys (LO3 AS4)

Indicate what actions the following shortcut keys will allow you to do: [15 marks]

- a) Ctrl + B:
- b) F4:
- c) Ctrl + U:
- d) Ctrl + O:
- e) F7:
- f) Ctrl + P:
- g) F12:
- h) Ctrl + V:
- i) Ctrl + C:
- j) Ctrl + X:
- k) F1:
- l) Ctrl + S:
- m) F10:
- n) Ctrl + I:

Self-assessment checklist

Criteria	Yes	No
I was able to correctly identify the actions that the shortcut keys would allow.		
I have a good grasp of how the keyboard functions.		
I can appreciate the need to understand the keyboard functions.		
I enjoy learning about and working with computers.		
I respect the need to work carefully with technology.		