

Use the following text to try each of the [Microsoft Word shortcuts](#).

Once completed, use this link to create a bingo game board with 25 of the shortcuts you learned. Example: Ctrl + P

Once you've created your card, click the RED Next Step button.

Your screen will now display a "Virtual Link" option. Click the link and use this as your bingo card. You will be able to "mark" each box by clicking on it.

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure rep"

Teacher Calling Card

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+S	Save
Ctrl+P	Print
Home	Beginning of line
End	End of line
Ctrl + Home	Go to start of document
Ctrl + End	Go to end of document
Right Arrow	Right one character
Left Arrow	Left one character
Ctrl+Right Arrow	Right one word
Ctrl+Left Arrow	Left one word
Up Arrow	Up one line
Down Arrow	Down one line
Ctrl+Up Arrow	Up one paragraph
Ctrl+Down Arrow	Down one paragraph
F4	Repeat last command
Ctrl + A	Select Whole Document
Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+Shift+L	Bulleted list
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+E	Align centre
Ctrl+[	Shrink font size
Ctrl+]	Grow font size