**Practicing Hot Keys**

From this point on in this exercise, do not touch your mouse. If you make mistakes, keep in mind the Control + Z is the same as “undo” and Control + Y is the same as “redo”.

1. Get the cursor blinking at the beginning of this line and use the hot keys to *Select* (Control + Shift + Arrow Keys) this entire direction. Use the hot keys to Copy (Control + C) the selected sentence. Move your cursor to the end of this direction and use the hot keys to paste (Control + V) the copied text.

2. Select all of this direction and use the hot keys to format the font (Control + D). Use the tab, arrow, and enter keys to navigate the format box and change the font color to red, the font size to 14, and the style to Arial.

3. Select all of this direction and use the hot keys to Bold (Control + B) it. Also use the short cut to Italicize (Control + I) it. Next, use the hot keys to Underline (Control +U) it. Finally, use the hot keys to Cut (Control + X) it and paste it underneath the title at the top of this document.

***4. Select all of this direction and use the same hot keys as direction #3 to un-bold it. Also, use the same short cut to un-Italcize it. Finally, use the same shortcut to take away the underline.***

5. Place the cursor anywhere in this direction and Center (Control + E) it.

6. Place the cursor anywhere in this direction use the hot keys to Left Justify (Control + L) it.

7. Place the cursor anywhere in this direction use the hot keys to Right Justify (Control + R) it.

8. Select the words *Hot Keys* in the title of this document at the top of this page and use the hot keys to superscript (Control + Shift + =) the selection. If the superscript hot keys do not work, you can use “format the font” (Control + D) to find a superscript selection Use the spacebar to check the box for *Superscript.*

9. Select all of this direction and use the hot keys to Double Underline (Control + Shift + D). Also, make the font decrease in size by using the shortcut to “shrink” the font (Control + Shift + Comma).

10. Use the hot keys go to the beginning of this document (Control + Home) and type your name above the title of the assignment. Select your name and make the font increase in size by using the shortcut 2x to “grow” the font (Control + Shift + Period).