

Grade 9 EMS Worksheet

Revising short-cut keys

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.		

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Suggested Solutions

Question number	Possible marks	Solution
1	15	a) Ctrl + B: Bold b) F4: repeats action c) Ctrl + U: Underline d) Ctrl + O: Open e) F7: opens Spelling and Grammar box f) Ctrl + P: Print g) F12: Save as function h) Ctrl + V: Paste i) Ctrl + C: Copy j) Ctrl + X: Cut k) F1: help function l) Ctrl + S: Save m) F10: Opens the menu bar n) Ctrl + I: Italic

Appendix of Assessment Tools

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.		