

Learner Full Name: _____ School: _____

Assigned Workstation: _____ Class: _____

Session 25: Keyboard Shortcuts & Working Faster

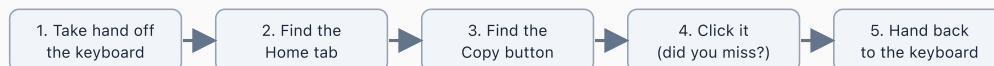
You already know a few secret key combinations: **Ctrl + Z** to undo, **Ctrl + C** and **Ctrl + V** to copy and paste, and **Ctrl + B** for bold. Today you will learn the **20 shortcuts that save the most time**, race your classmates with them, and try to use a computer with **no mouse at all**. By the end you will work like a real office professional.

1. Plain Talk: The Short Path Through the Market

Imagine Kofi needs to buy tomatoes at Makola. The long way is to walk all round the outside of the market. His aunt, who sells there, knows a **short path** between the stalls and is there in one minute. Same place, much less walking.

A **keyboard shortcut** is a short path on the computer. With the mouse, copying a word means: move to the ribbon, find the Home tab, find the Copy button, click. With a shortcut, your fingers never leave the keyboard: one quick press and it is done.

THE LONG WAY (MOUSE): 5 MOVES



THE SHORT PATH (SHORTCUT): 1 MOVE

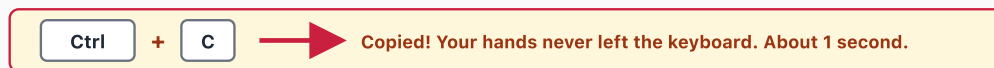


Figure 25.1: The long way and the short path. A few seconds saved, a hundred times a day, adds up to a lot of time.

2. How to Press a Shortcut: Hold, Tap, Let Go

A shortcut written **Ctrl + S** does **not** mean "press both at exactly the same moment". It means:

1. HOLD

Press and **hold down** the first key (**Ctrl**, **Alt**, **Shift** or the **Windows key**). These are called **modifier keys**: they change what the next key does.

2. TAP

While still holding it, **tap** the letter key once, quickly. Do not hold the letter down, or it may repeat.

3. LET GO

Let go of both keys. For three-key shortcuts like **Ctrl + Shift + T**, hold the first two, then tap the third.

💡 USE TWO HANDS FOR BIG STRETCHES

Your typing fingers already know where every key is. For a shortcut like **Ctrl + P**, hold Ctrl with your left little finger and tap P with your right hand. No twisting your hand like a crab!

1. The Editing and Formatting Shortcuts

These work in almost every programme: Word, Google Docs, Excel, PowerPoint, File Explorer and your web browser. Some are old friends from Sessions 5 and 16.

Shortcut	What it does	Memory trick
Ctrl + C	Copy what you selected (the original stays).	Copy
Ctrl + X	Cut : move it (it disappears until you paste).	X = scissors
Ctrl + V	Paste it where your cursor is.	V = a down arrow
Ctrl + Z / Ctrl + Y	Undo your last action / Redo it if you undid too much.	Z = zap it
Ctrl + A	Select all the text, or every file in a folder.	All
Ctrl + S	Save . Do it every few minutes: power cuts happen!	Save
Ctrl + P	Print , with Print Preview (Session 17).	Print
Ctrl + F	Find a word on a long page or document.	Find
Ctrl + B I U	Bold, italic, underline . Select first; press again to undo it.	B, I, U

2. Moving and Selecting Text Without the Mouse

Arrow keys move the cursor one letter at a time. Add **Ctrl** and it jumps a whole word. Add **Shift** and it **selects** as it moves.

Ctrl + → jumps one word at a time

Ctrl + Backspace deletes the whole word before the cursor

Home = start of the line

Ctrl + Shift + → selects the next word

End = end of the line

Figure 25.2: Moving through a sentence. The red line is the cursor; blue shows the selected word.

Ctrl + ←
Ctrl + →
 jump one word.

Shift + ←
Shift + →
 select as you move.

Home
End
 start or end of the line.

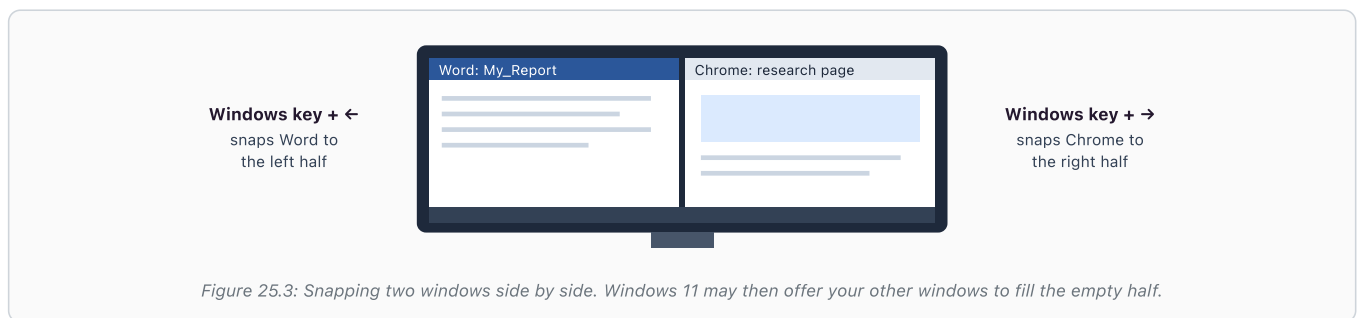
Ctrl + Backspace
 delete a whole word.

Your turn: Your cursor is at the end of "kenkey". Which keys delete the word "kenkey" in one press?

1. Driving Windows with the Windows Key

The **Windows key** (the four-square logo, between Ctrl and Alt) is a master key for the whole computer:

Shortcut	What happens
Alt + Tab	Switch windows: hold Alt, tap Tab to step, let go on the one you want.
Windows key + D	Show the D esktop at once. Press again to bring your windows back.
Windows key + ← / →	Snap the window to the left or right half. (↑ maximises, ↓ shrinks it.)
Windows key + E	Open File E xplorer (you met this in Session 4).
Windows key + L	Lock the PC (Session 8). Your work stays open, but nobody else can use it.



2. Browser Shortcuts (recap of Session 11, plus Ctrl + L)

TABS

- Ctrl + T** opens a new Tab.
- Ctrl + W** closes the tab you are on.
- Ctrl + Shift + T** brings back the tab you closed by mistake. A life-saver!

ADDRESS & REFRESH

- Ctrl + L** jumps to the address bar and selects it, ready to type a new address or search (you clicked in it in Session 11; this is the keyboard way).
- F5** refreshes (reloads) the page. In PowerPoint, F5 starts the slide show: same key, different job!

3. Screenshots: A Picture of Your Screen

🖨️ WINDOWS KEY + SHIFT + S (Session 8)

The screen goes dim and the **Snipping Tool** opens. Drag a box round the part you want. The picture is copied: press **Ctrl + V** to paste it into a document or email. Windows 11 may also save it in *Pictures > Screenshots*.

🖨️ PRTSC (PRINT SCREEN)

On some PCs it copies the **whole screen**, ready to paste. On newer Windows 11 PCs it opens the Snipping Tool instead, just like Windows key + Shift + S. Try it on your PC and see which!

⚠️ THINK BEFORE YOU SNAP OR CLOSE

A screenshot copies **everything** in the box, including names, messages and passwords: check it before you share it. **Ctrl + W** closes a tab at once, so a half-filled form may be lost. Leaving your PC? Press **Windows key + L**.

This is your own shortcut card. Print this page, cut along the dashed line, and keep it beside your keyboard or inside your exercise book. Tick each shortcut once you can do it **without looking at the card**.


BIH TECH CLUB SHORTCUT CARD

Owner: _____


EDITING

☐ **Ctrl + C** Copy

☐ **Ctrl + X** Cut

☐ **Ctrl + V** Paste

☐ **Ctrl + Z** Undo **Ctrl + Y** Redo

☐ **Ctrl + A** Select all

☐ **Ctrl + S** Save **Ctrl + P** Print

☐ **Ctrl + F** Find a word

☐ **Ctrl + B** **I** **U** Bold, italic, underline


WINDOWS

☐ **Alt + Tab** Switch windows

☐ **Win + D** Show the desktop

☐ **Win + ←/→** Snap left or right

☐ **Win + E** File Explorer

☐ **Win + L** Lock the PC


SCREENSHOTS

☐ **Win + Shift + S** Snip part of the screen

☐ **PrtSc** Whole screen (or Snipping Tool)


BROWSER

☐ **Ctrl + T** New tab

☐ **Ctrl + W** Close tab

☐ **Ctrl + Shift + T** Reopen closed tab

☐ **Ctrl + L** Go to the address bar

☐ **F5** Refresh the page


MOVING IN TEXT

☐ **Ctrl + ←/→** Jump a word

☐ **Shift + ←/→** Select as you move

☐ **Home** / **End** Start / end of line

☐ **Ctrl + Backspace** Delete a word

Win = the Windows key. Remember: **hold** the first key, **tap** the last key, **let go**.

On a Mac?

Apple computers use the **Command key (% Cmd)** where Windows uses Ctrl: **Cmd + C**, **Cmd + V**, **Cmd + Z**, **Cmd + S**, **Cmd + T** and so on. A few are different: **Cmd + Tab** switches apps, **Cmd + Shift + 4** takes a screenshot of part of the screen, **Option + ←/→** jumps a word and **Option + Delete** deletes a word. Chromebooks use Ctrl, like Windows.

Your turn: Which **two** shortcuts on the card do you think will save you the most time? Why?

1. Warm Up in the 3D Lab

Open the **Shortcut Race** 3D lab on your session page. Race the clock with copy, paste, undo, find, switching windows and screenshots. Press the real keys on your keyboard (for the few keys Windows keeps for itself, like Alt + Tab, you pick them on the screen). Write your best time in the table below.

2. Lab Mission: Three Races on a Real Computer

Work in pairs: one pupil races, the partner times with a phone stopwatch or the classroom clock and checks for mouse use. Then swap. Each race you finish earns your team a point; the fastest pair in the class earns a bonus point.

1 Race 1: The Editing Race. Open your word processor and a new document. Type: **"Waakye is the best breakfast in Ghana."** Then, **using only shortcuts**: select all, make it bold, copy it, press **End**, **Enter**, paste it 3 times (one per line), undo the last paste, then press **F12** (Save As; Fn + F12 on some laptops) and save it in **BIH_Practice > Notes** as **Shortcut_Race_YourName**.

2 Race 2: The Browser Race. Open Chrome or Edge. Open a new tab, jump to the address bar, type **"kente cloth wikipedia"** and press Enter. Open the Wikipedia article. Use Find to highlight the word **Bonwire**. Close the tab, then bring it back. Refresh the page.

3 Race 3: The No-Mouse Challenge. Turn your mouse upside down (or move your hand away from the touchpad). Without it: show the desktop, open File Explorer, then switch back to your document with Alt + Tab. Snap the document to the left half of the screen and the browser to the right. Take a snip of the Kente page with **Windows key + Shift + S** (on the snipping bar, press Tab to pick Window or Full-screen snip, then Enter) and paste it under your sentences. Save. Finally, lock the PC and unlock it.

Race	My time	Partner's time	Mouse used? (Y/N)
3D lab: Shortcut Race (best)	-----	-----	-----
1. The Editing Race	-----	-----	-----
2. The Browser Race	-----	-----	-----
3. The No-Mouse Challenge	-----	-----	-----

Which shortcut slowed you down the most? Practise it 5 times, then write it here.

💡 STUCK WITHOUT THE MOUSE?

Press **Tab** to move between buttons and boxes, **Enter** to press a button, and **Esc** to close a menu or cancel. Many people who cannot use a mouse work this way every day.

1. Which Shortcut Would You Use?

Choose the best shortcut for each situation.

Situation	A	B	C
1. Yaw closed a browser tab by mistake and wants it back.	☐ Ctrl + T	☐ Ctrl + Shift + T	☐ Ctrl + W
2. Akosua needs to go to the toilet and leave her PC safely.	☐ Win + D	☐ Win + E	☐ Win + L
3. Selasi wants a picture of just one part of the screen.	☐ Win + Shift + S	☐ Ctrl + P	☐ Ctrl + A
4. Naa is looking for the word "Volta" in a 20-page document.	☐ Ctrl + V	☐ Ctrl + F	☐ F5
5. Kofi has Word and Chrome open and wants to jump between them.	☐ Alt + Tab	☐ Ctrl + Z	☐ Ctrl + L

2. Written Review Questions

Question 1: Explain how to press a shortcut such as Ctrl + S, step by step, to a friend who has never used one.

Question 2: Fatima wants to read a web page and type notes at the same time. Which shortcuts help her, and what does each one do?

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 25:

Working Faster Competency	With Help	Almost Alone	All By Myself!
1. I can use the editing and formatting shortcuts (copy, paste, undo, save, find, bold).	☐	☐	☐
2. I can switch, snap and lock windows and use browser tab shortcuts.	☐	☐	☐
3. I can take a screenshot of part of the screen and paste it.	☐	☐	☐
4. I can move through and select text using only the keyboard.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____