Subject #11: Technology

Project #102: Keyboard Shortcuts. A list of the 30 most popular keyboard shortcuts I'm sure your students will love as much as mine do. They make computers faster, more efficient and a lot more fun. They also provide problem-solving tools for students that will make technology less frustrating. Sometimes keyboard shortcuts seem to be the only way to accomplish a task.

Higher-order thinking skills	Technology-specific:	Subject Area/ Learning-specific	Standard: NETS-S
Generalizing from given facts, seeing patterns	*Understand and use technology systems*	*Speed and accuracy, posture, good habits*	*6.a, 6.c*

Grade level: K-8
Prior knowledge: none
Time required: minutes, whenever they come up
Software required: Internet browser
Vocabulary: CTRL, ALT, parentheses, shift, F keys, shortcuts, Windows,

Lesson Description
- Windows has many keyboard shortcuts that speed up daily tasks. They perform repetitive tasks without wasting seconds moving your hand from keyboard to mouse. Truly, that two-seconds saved feels good for a speed-oriented preteen.

Computer Activity
- In general, Windows uses three keys for shortcuts: Alt+, Ctrl+ and Shift+
- Hold ALT and press any combination of letters to open the corresponding menu bar task (i.e., Alt+F opens File, Alt+E opens Edit, etc). In order to determine which letter to press, look at the menu in question—the shortcut letter will be underlined File Edit. The same principle is applied inside of each menu, i.e., pressing ALT + F and then pressing P will print the current page (or N to create a new document, S to save, etc...) Further, simply pressing ALT will highlight the first menu, allowing you to use the arrow keys to move between menus and options.

- Hold CTRL and other letter keys (see next page) and you can **bold**, *italicize*, <u>underline</u>, save, print, align, zoom in, zoom out, undo, cut, copy, paste, and open the clipboard. There are more, but these are the ones my students are enamored with.
- The favorites—the ones that sell most students on keyboard shortcuts—are the arrows (→ ←) and the smiley faces (☺ ☹)

Extensions
- Have students come up with their own. There are more than I can mention, most specific to a program, so they'll never get bored. I give extra credit when they can Teach the Teacher a new trick.

Troubleshooting Tips
- *It doesn't work (Usually, when this happens, if I watch them, they're making some simple mistake— maybe they have caps lock on, or they're forgetting the shift key.)*
- *I can't remember them (Put a list in the back flap of your book. That makes it more accessible*