Online Worksheet	Grade		Date:		ICT by Ms. Mary Grace DA.
	Student(s)				Term1, AY 2020-2021

AMERICAN ACADEMY SCHOOL

Type the correct function or the short cut key commands on the box provided.

1. This is often used as a default help key in many programs.

F1

F2

F5

_____.

2. This key will refresh a page.

F5

F1

F2

_____.

3. It's a shortcut command to switch running applications that enables the User to quickly flick through all open windows.

ALT + TAB

WIN + D

F9

_____.

4. This shortcut shows or hides the desktop

WIN + D

WIN + L

F1

_____.

5. What does CTRL + C do?

PASTE

COPY

_____.

6. This shortcut locks the desktop

WIN + C

WIN + L

F3

_____.

7. What does CTRL + A do?

PASTE

COPY

SELECT ALL

_____.

8. Simply highlight a file and hit this key to give it a new name. This command also lets you edit text in other programs

WIN + D

WIN + L

F2

_____.

9. What does WIN + X do?

Open the hidden menu

COPY

_____.

10. What does CTRL + V do?

COPY

PASTE

_____.