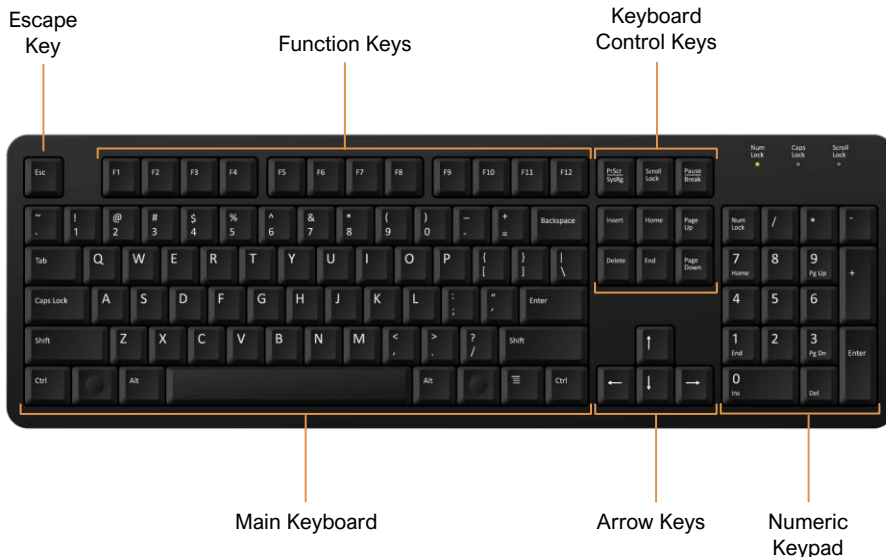




## The Keyboard



## Keyboard Shortcuts

**Use a Keyboard Shortcut:** Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open .....	<b>Ctrl + O</b>
New .....	<b>Ctrl + N</b>
Save .....	<b>Ctrl + S</b>
Print .....	<b>Ctrl + P</b>
Cut .....	<b>Ctrl + X</b>
Copy .....	<b>Ctrl + C</b>
Paste .....	<b>Ctrl + V</b>
Select All .....	<b>Ctrl + A</b>
Undo .....	<b>Ctrl + Z</b>
Redo .....	<b>Ctrl + Y</b>
Bold .....	<b>Ctrl + B</b>
Italicize .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Left Align .....	<b>Ctrl + L</b>
Center Align .....	<b>Ctrl + E</b>
Right Align .....	<b>Ctrl + R</b>
Find .....	<b>Ctrl + F</b>
Replace .....	<b>Ctrl + H</b>

## The Mouse

### Left Mouse Button

A left mouse click can do things like select an option or a file, or open a menu or link.

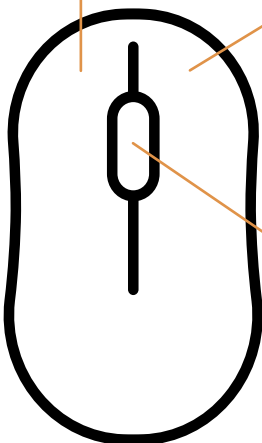
Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

### Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

### Scroll Wheel

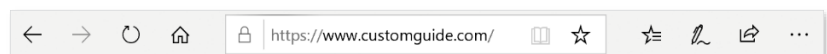
Turn this wheel to move up and down a page.



## Toolbars, Ribbons, and Menus

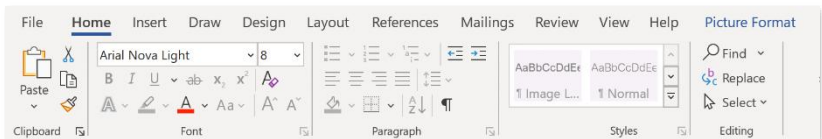
### Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.



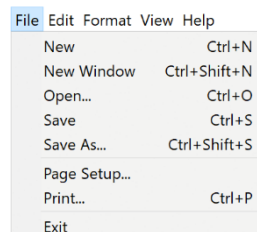
### Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.



### Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.



## Create, Save, and Open Files

**Create a File:** Click the **File** tab or menu and select **New**, or press **Ctrl + N** on the keyboard. If required, select the type of new file to create.

**Save a File:** Click the **File** tab or menu and select **Save**, or press **Ctrl + S** on the keyboard. Choose where you want to save the file. Enter a file name and then click **Save**.

**Open a File:** Double-click a file from the File Explorer window. Or to open a file from within an application, click the **File** tab or menu and select **Open**, or press **Ctrl + O** on the keyboard. Locate and select the file you want to open.

## Select and Edit Text

**Select a Word:** Double-click a word to select it.

**Select a Paragraph:** Triple-click anywhere in a paragraph to select it.

**Select a Block of Text:** Click and drag across the text you want to select. Or, click at the beginning of a text block, hold down the **Shift** key, and then click at the end of a text block.

**Select Everything:** Press **Ctrl + A** on the keyboard.

**Edit Text:** Select the text you want to edit, then begin typing to replace it with new text.

**Delete Text:** Select the text you want to delete. Press **Backspace** or **Delete** on the keyboard. If no text is selected, the Backspace key removes the characters to the left of the blinking insertion-point, while the Delete key removes characters to the right of the insertion-point.

## Undo and Redo

**Undo Actions:** After a change or series of changes is made, click the **Undo** button on the interface or press **Ctrl + Z** on the keyboard. Continue to undo the changes until you have undone all the changes you wish to reverse.

**Redo Actions:** Click the **Redo** button on the interface or press **Ctrl + Y** on the keyboard.

## Format Text

**Change the Font:** Select the text you want to format. Click the **Font** list arrow and select a new font.

**Change the Font Size:** Select the text you want to format. Click the **Font Size** list arrow and select a font size.

**Change the Font Color:** Select the text you want to format. Click the **Font Color** list arrow and select a new color.

**Apply Bold, Italic, or an Underline:** Select the text you want to format. Click the **Bold**, **Italic**, or **Underline** button on the application interface, or press **Ctrl + B**, **Ctrl + I**, or **Ctrl + U** on the keyboard, respectively.

## Cut, Copy, and Paste

**Copy and Paste:** Select the text you want to copy. Press **Ctrl + C** on the keyboard or use the right-click menu to copy the text. Click where you want to paste the text. Press **Ctrl + V** on the keyboard or use the right-click menu to paste the text.

**Cut and Paste:** Select the text you want to cut. Press **Ctrl + X** on the keyboard or use the right-click menu to cut the text. Click where you want to paste the text. Press **Ctrl + V** on the keyboard or use the right-click menu to paste the text.

## Paragraph Alignment

In most applications, text is aligned to the left margin by default. There are four alignment options: left, center, right, and justified, which is only available in certain applications.

This text is aligned to the left margin. To left align selected text, click the **Align Left** button on the application interface, or press **Ctrl + L** on the keyboard.

This text is aligned to the center. To center align selected text, click the **Center** button on the application interface, or press **Ctrl + E** on the keyboard.

This text is aligned to the right margin. To right align selected text, click the **Align Right** button on the application interface, or press **Ctrl + R** on the keyboard.

This text is justified so the text is distributed evenly between the margins. If the application allows, justify selected text by clicking the **Justify** button on the application interface, or press **Ctrl + J** on the keyboard.

## Print

You can print just about anything that appears on your computer screen—documents, images, notes, webpages, and more. The print command is generally in the File tab or menu.

The image shows a print dialog box on the left and a print preview window on the right. The print dialog box has the following sections:

- Print:** A printer icon and a 'Print' button.
- Number of Copies:** A dropdown menu set to '1'.
- Send to Printer:** A dropdown menu showing 'Printer'.
- Active Printer:** A dropdown menu showing 'HP LaserJet Professional Ready'.
- Settings:** A section with several options:
  - Print Range:** 'Print All Pages' (The whole thing)
  - Pages:** '1,2,3' (1,2,3)
  - Print One Sided:** 'Print One Sided' (Only print on one side of th...)
  - Collated:** 'Collated' (1,2,3 1,2,3)
  - Paper Orientation:** 'Portrait Orientation' (Portrait)
  - Paper Size:** 'Letter' (8.5" x 11")
  - Margin Size:** 'Narrow Margins' (Top: 0.5" Bottom: 0.5" Left...)
  - Pages to Print Per Sheet:** '1 Page Per Sheet'

The print preview window on the right shows a document titled 'Computer Basics Quick Reference Guide'. It contains sections for 'The Keyboard', 'The Mouse', and 'Keyboard Shortcuts'. A 'Print Preview' label is on the right side of the preview window.

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SKILLS	PRE-ASSESS	LESSON	POST-ASSESS	GROWTH
Sexual Harassment Verified Learning	25%		75%	50% Improvement
Quid Pro Quo Harassment	● Fail	● Complete	● Pass	
Hostile Workplace	● Pass	● Complete	● (Pass)	
Protected Characteristics	● Fail	● Complete	● Pass	
Unwelcome Conduct	● Fail	● Complete	● Fail	

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