**Name:**

**Use the information on** [**http://www.gcflearnfree.org/techsavvy/keyboard-shortcuts**](http://www.gcflearnfree.org/techsavvy/keyboard-shortcuts) **to complete the table below. The first one is done for you. Save in your documents folder when finished.**

|  |  |
| --- | --- |
| Keyboard Shortcut | Function |
| Ctrl+Z | Undo the previous action. |
| Ctrl+O |  |
| Ctrl+A |  |
| Ctrl+X |  |
| Ctrl+Right Arrow |  |
| Ctrl+Left Arrow |  |
| Ctrl+C |  |
| Ctrl+P |  |
| Ctrl+T |  |
| Ctrl+R |  |
| Alt+F4 |  |
| Ctrl+U |  |
| Alt+Tab |  |
| Ctrl+S |  |
| Ctrl+V |  |