

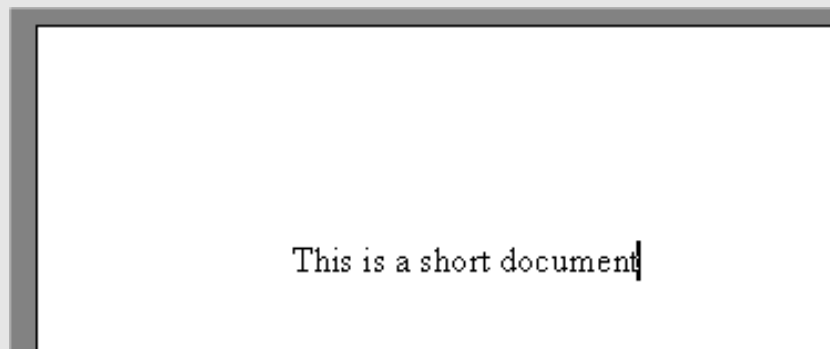
9

Using several keys simultaneously

Here we'll see what is meant by the so-called *shortcut keys*.

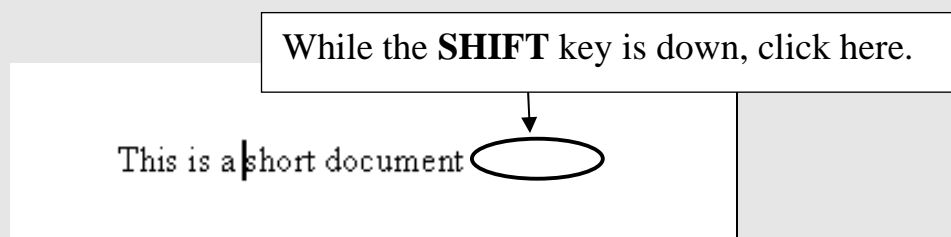
- 1 Open a new blank document.
- 2 Type the sentence "This is a short document", as shown in Figure 9-1:

Figure 9-1



- 3 Click with the mouse between the words "a" and "short".

Figure 9-2



- 4 Press the SHIFT key down and hold it.
- 5 While the SHIFT key is down, click with the mouse after the end of the sentence. Look at Figure 9-2 above.

Figure 9-3

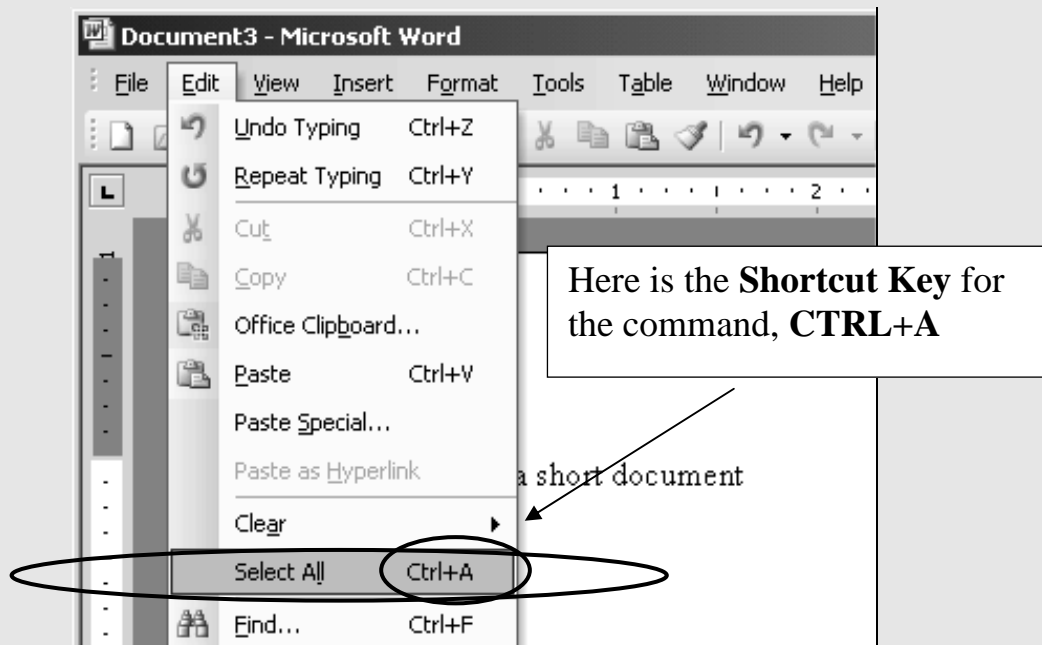


More than one word is now selected (exactly the area you marked with the mouse).

Above we saw an example of using a key on the keyboard together with a key on the mouse. Let's look at an example where two keys on the keyboard are used together.

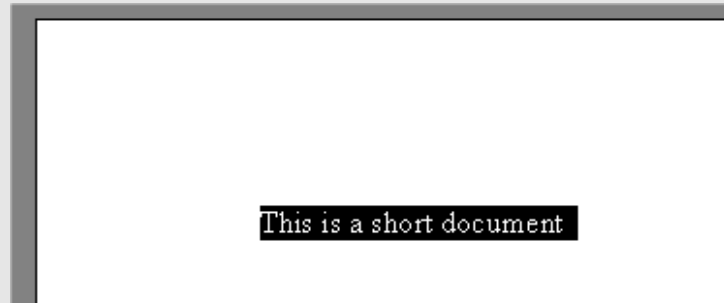
- 6 Click somewhere on the white area of the document so that the selection disappears.
- 7 Choose **Edit > Select All**, as shown in Figure 9-4 below:

Figure 9-4



Everything in the document is selected, as shown in Figure 9-5 below:

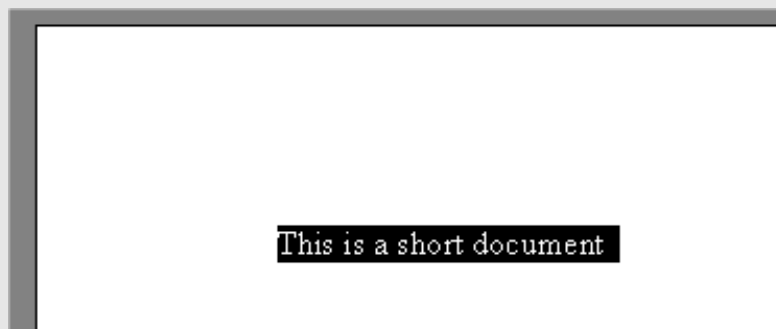
Figure 9-5



The shortcut key for the command was shown on the right hand side of the menu list next to the corresponding menu command. (Look at Figure 9-4.) Let's see if it works:

- 8 Click somewhere on the white area of the document so that the selection disappears.
- 9 Press down the CTRL key and hold it.
- 10 Press the A key.
- 11 Now you can release the CTRL key.

Figure 9-6



Yes, the whole document content was selected.

Later, when we use the same selection method, we'll write it more shortly: CTRL+A

12 Close the document.

Summary

A great deal of your application's functionality can be called up by using shortcut keys. When operating your application, you can choose between using the mouse or the keyboard when a shortcut key is available.