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
   ![Figure 9-1](image)
   This is a short document

3  Click with the mouse between the words “a” and “short”.

   Figure 9-2
   ![Figure 9-2](image)
   While the **SHIFT** key is down, click here.

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

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.

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.