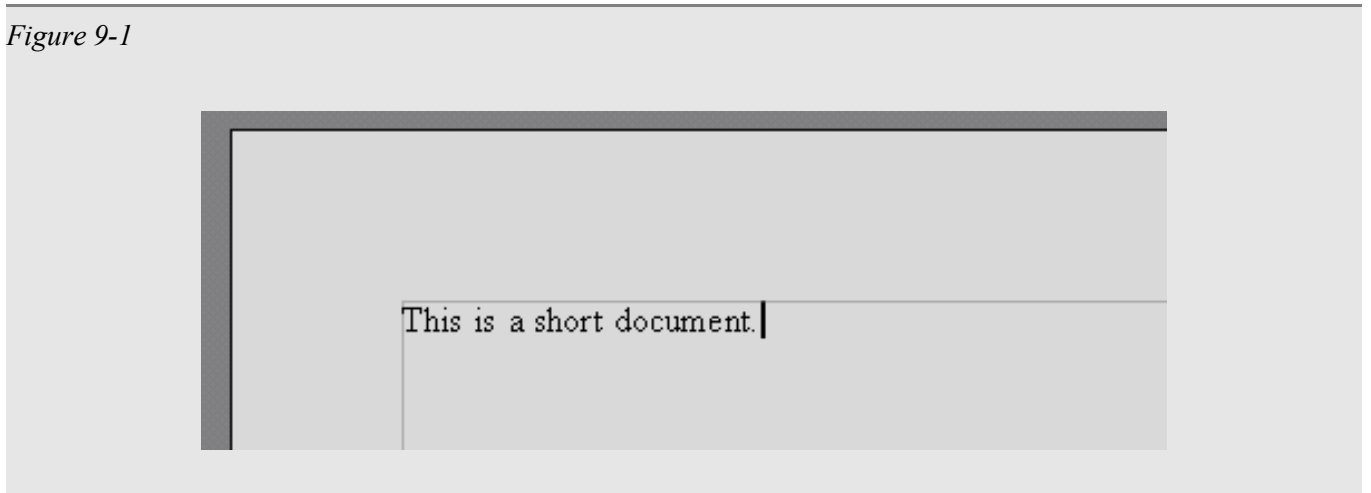


## 9 Using several keys simultaneously

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

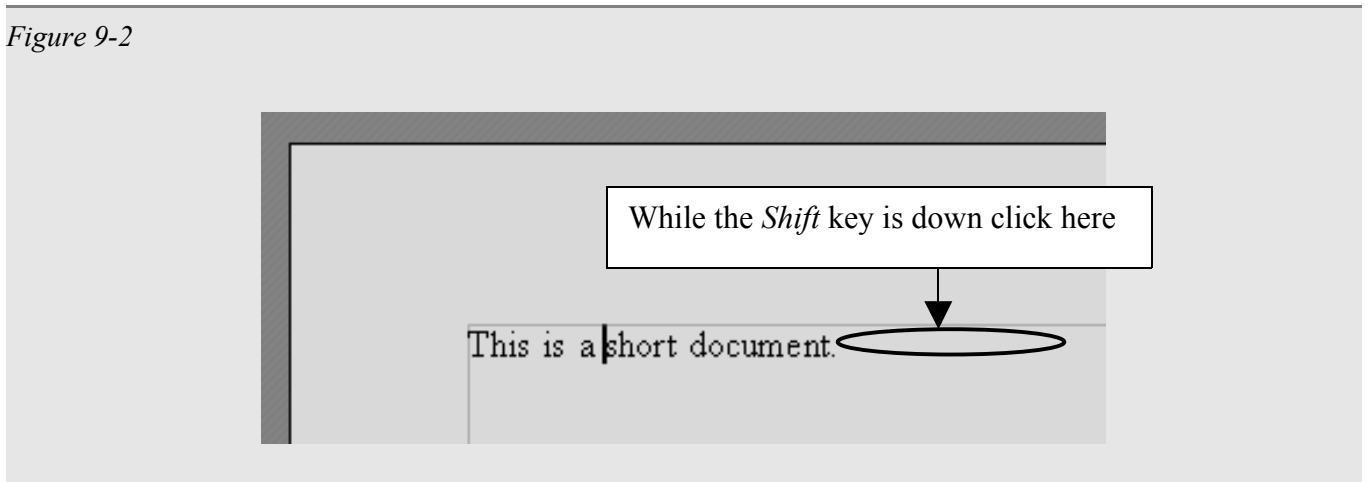
- 1 Open a new blank document.
- 2 Type the sentence 'This is a short document' as shown in Figure 9-1:

Figure 9-1



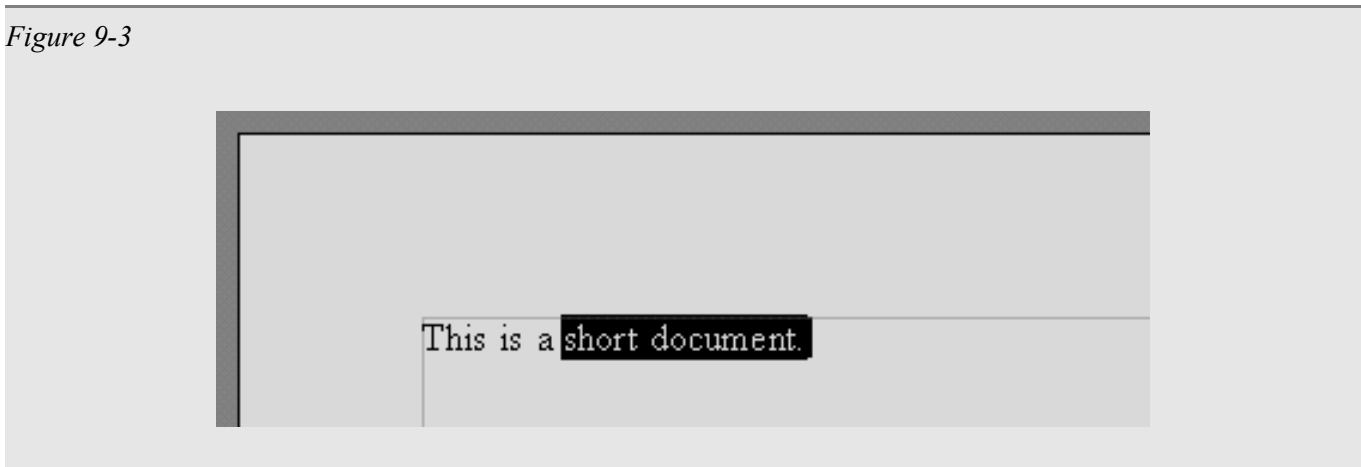
- 3 Click with the mouse between the words 'a' and 'short'.

Figure 9-2



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

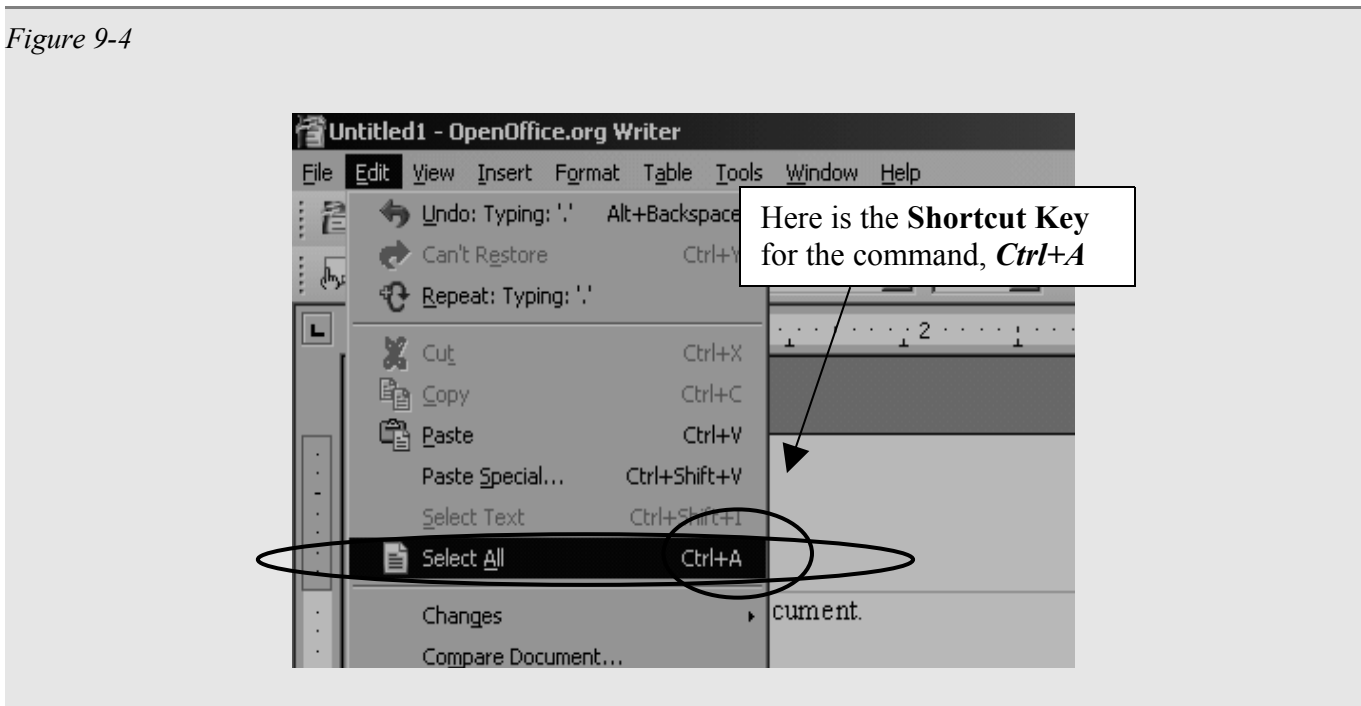
Figure 9-3



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

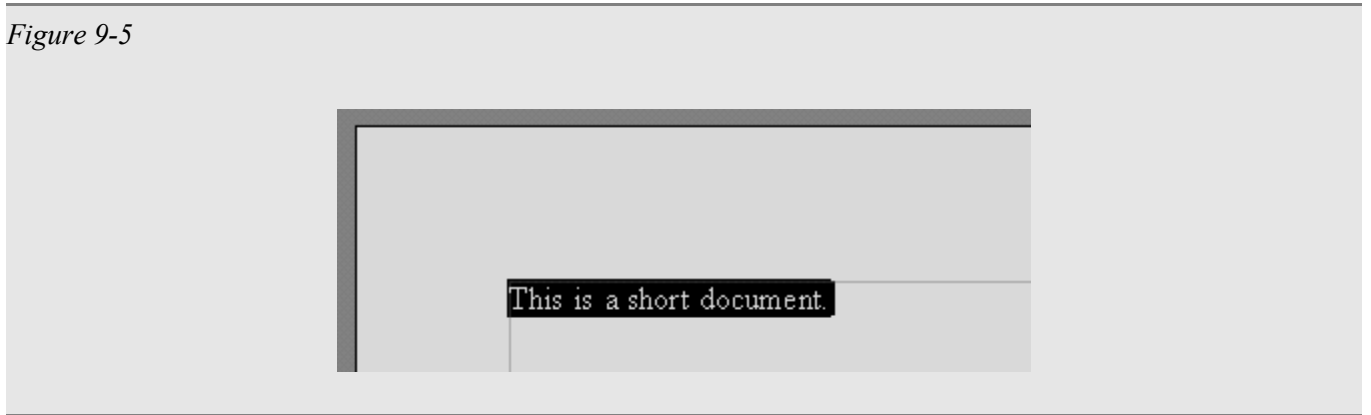
- 6 Click somewhere on the white area of the document so that the selection disappears.

Figure 9-4



- 7 Choose **Edit > Select All**.

Figure 9-5

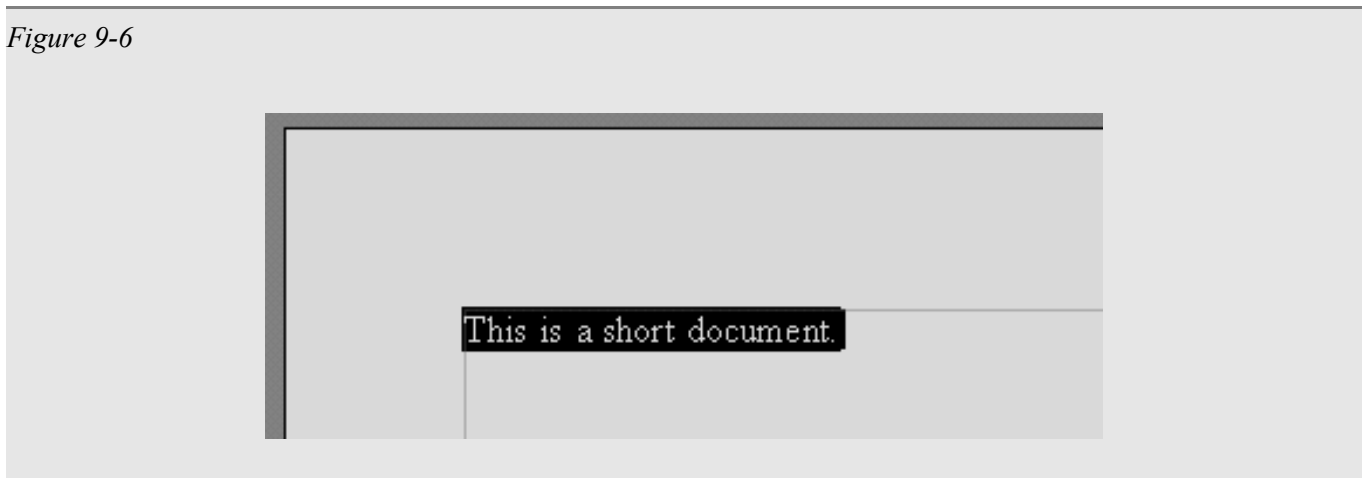


Everything in the document was selected.

The shortcut key for the command was shown on the right hand side of the menu list next to the corresponding menu command. 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 there.
- 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 without saving.

## **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.