Name _____ Date _____

Keyboard Shortcuts on a Chromebook: Copy, Paste, Undo and More

Directions: To use a shortcut, hold down the Ctrl key, press the letter key, and then let go of both keys. Begin with the matching question, then use the six shortcuts to answer the rest.

1. On a Chromebook, match each keyboard shortcut to what it does.
Write the letter of the matching answer on each line.

1. _____ Ctrl + C
2. _____ Ctrl + V
3. _____ Ctrl + Z
4. _____ Ctrl + A
5. _____ Ctrl + T
6. _____ Ctrl + F

A. Select everything on the page or in your document
B. Undo your last action
C. Open a new browser tab
D. Paste what you copied
E. Find a word on the page
F. Copy what you selected

2. On a Chromebook, Pia is typing a story and deletes a sentence by mistake. Right away, she wants it back. Which shortcut should she press?

A. Ctrl + A B. Ctrl + F C. Ctrl + T D. Ctrl + Z

3. On a Chromebook, Arlo is reading a long web page about frogs. He wants to jump straight to the word "tadpole." Which shortcut opens a box where he can type that word?

A. Ctrl + C B. Ctrl + T C. Ctrl + V D. Ctrl + F

4. On a Chromebook, Cora is reading a story online and wants to look something up without losing her place. Which shortcut opens a new browser tab?

A. Ctrl + T B. Ctrl + Z C. Ctrl + V D. Ctrl + A

5. On a Chromebook, Dax has already selected a sentence in one document. He wants to put a copy of it into a second document. Which order should he use?

A. Press Ctrl + T, then click in the second document and press Ctrl + C.
B. Press Ctrl + C, then click in the second document and press Ctrl + V.
C. Press Ctrl + V, then click in the second document and press Ctrl + C.
D. Press Ctrl + Z, then click in the second document and press Ctrl + V.

6. On a Chromebook, Gus has selected only the first sentence of his story. He wants to copy the whole story. Which shortcuts should he press, in order?

A. Ctrl + C, then Ctrl + A
B. Ctrl + T, then Ctrl + A
C. Ctrl + A, then Ctrl + C
D. Ctrl + F, then Ctrl + C

7. On a Chromebook, Jude selects a word in his document and presses Ctrl + C. What happens to the word he selected?

A. It stays where it is, and a copy is saved so he can paste it.
B. It turns into a link.
C. It moves into a new tab.
D. It disappears from the document.

8. On a Chromebook, Iris selects the word "hooray" and presses Ctrl + C once. Then she clicks at the end of a sentence in a document she can type in and presses Ctrl + V four times. How many new copies of "hooray" does she add?

_____

9. On a Chromebook, Kira is working in a document. Which two of these shortcuts can change the words in it? Choose 2.

☐ A. Ctrl + F
☐ B. Ctrl + V
☐ C. Ctrl + Z
☐ D. Ctrl + A
☐ E. Ctrl + C

10. On a Chromebook, Milo selects the sentence "Frogs can jump far." and presses Ctrl + C. Next, he selects "Frogs lay eggs in water." and presses Ctrl + C. Then he clicks a blank line in a document he can type in and presses Ctrl + V. Which sentence is pasted?

A. Frogs can jump far.
B. Frogs lay eggs in water.
C. Both sentences
D. Nothing at all