GRADE 3–6 COMPUTER SCIENCE

Computer Shortcut Keys Worksheet

Master time-saving keyboard tricks to work faster and smarter!

TOTAL SCORE ____ / 20

Name: _____ Grade / Class: _____ Roll No: _____ Date: _____

QUICK VISUAL GUIDE: SUPER SHORTCUT KEYCAPS

Ctrl + C	Ctrl + V	Ctrl + X	Ctrl + Z	Ctrl + S	Ctrl + P
Copy Text	Paste Item	Cut Item	Undo Action	Save File	Print Page

Section A: Multiple Choice

4 × 1 = 4 Marks

1 Which shortcut key is used to copy selected text?

- ○ A. `Ctrl + V`
- ○ B. `Ctrl + C`
- ○ C. `Ctrl + X`
- ○ D. `Ctrl + S`

2 Which shortcut key undoes your last mistake?

- ○ A. `Ctrl + Z`
- ○ B. `Ctrl + Y`
- ○ C. `Ctrl + A`
- ○ D. `Ctrl + P`

3 What happens when you press `Ctrl + A`?

- ○ A. Closes file
- ○ B. Prints page
- ○ C. Selects all
- ○ D. Saves file

4 Which shortcut key opens the Print window?

- ○ A. `Ctrl + B`
- ○ B. `Ctrl + N`
- ○ C. `Ctrl + O`
- ○ D. `Ctrl + P`

Section B: Fill in the Blanks

4 × 1 = 4 Marks

WORD BANK: Ctrl + S | Ctrl + V | Ctrl + B | Ctrl + X

5. To paste copied or cut text in a new place, press _____ on the keyboard.

6. Pressing _____ saves your document so your work is not lost.

7. To cut (move) selected text from one spot to another, press _____ .

8. To make selected words look thick and Bold, press _____ .

Section C: Match the Columns

4 × 1 = 4 Marks

COLUMN A (SHORTCUT KEY)	ANSWER	COLUMN B (FUNCTION)
9. `Ctrl + N`	☐	A. Underline selected text
10. `Ctrl + U`	☐	B. Redo the undone action
11. `Ctrl + Y`	☐	C. Find a specific word
12. `Ctrl + F`	☐	D. Open a brand-new blank file

Section D: True or False

4 × 1 = 4 Marks

13. Shortcut keys help us complete computer tasks faster than using only a mouse. — TRUE / FALSE

14. `Ctrl + I` makes the selected text slant to the right (Italic). — TRUE / FALSE

15. Pressing `Alt + F4` opens a new picture inside MS Paint. — TRUE / FALSE

16. You must hold down the `Ctrl` key while tapping the letter key in a shortcut. — TRUE / FALSE

Section E: Short Answer & Brain Teaser

2 + 2 = 4 Marks

17. What is the main difference between Copy (`Ctrl + C`) and Cut (`Ctrl + X`)? *(1 Mark)*

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18. Write any two shortcut keys you use to format text in MS Word. *(1 Mark)*

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Bonus Brain Teaser (2 Marks)

Sara typed a full paragraph, accidentally deleted it, and wants to bring it back immediately, then save her file. Which two shortcut keys should she press in order?

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Teacher & Parent Answer Key

Computer Shortcut Keys Worksheet (Total: 20 Marks)

Section A: Multiple Choice (4 Marks — 1 Mark each)

- **1.** B. **Ctrl + C** (Copies the selected text to the clipboard)
- **2.** A. **Ctrl + Z** (Undoes the most recent action or mistake)
- **3.** C. **Selects all** (Highlights everything in the document)
- **4.** D. **Ctrl + P** (Opens the Print settings dialog box)

Section B: Fill in the Blanks (4 Marks — 1 Mark each)

- **5. Ctrl + V**
- **6. Ctrl + S**
- **7. Ctrl + X**
- **8. Ctrl + B**

Section C: Match the Columns (4 Marks — 1 Mark each)

- **9. D** (Ctrl + N → Open a brand-new blank file)
- **10. A** (Ctrl + U → Underline selected text)
- **11. B** (Ctrl + Y → Redo the undone action)
- **12. C** (Ctrl + F → Find a specific word)

Section D: True or False (4 Marks — 1 Mark each)

- **13. TRUE**
- **14. TRUE**
- **15. FALSE** (Alt + F4 closes the active window or program)
- **16. TRUE**

Section E: Short Answer & Brain Teaser (4 Marks Total)

- **17. (1 Mark): Copy (Ctrl + C)** keeps the original item in place and makes a duplicate, whereas **Cut (Ctrl + X)** removes the item from its original spot so it can be moved elsewhere.
- **18. (1 Mark):** Any two valid text formatting shortcuts, such as **Ctrl + B** (Bold), **Ctrl + I** (Italic), or **Ctrl + U** (Underline).
- **Bonus Brain Teaser (2 Marks):** First press **Ctrl + Z** (to Undo the accidental deletion), and second press **Ctrl + S** (to Save the file).