

5.16: Discussion- Advanced Shortcuts

We have previously covered some commonly known shortcuts that speed up a lot of basic functions, such as copying and pasting and doing some basic formatting. Watch the video below to see a sample of other shortcuts that are available, then answer the questions below. While the video shows an older version of Word (Microsoft Word 2016), the same shortcuts work in other versions of Word, including 2019 and 365.

A link to an interactive elements can be found at the bottom of this page.

You can also [view a transcript for the video “Practical Word 2016 Shortcuts #2” here \(opens in new window\)](#).

Discussion Questions

- Do you find shortcuts to be helpful or overwhelming? Why?
- As you’ve worked through the projects in this class, is there anything you wish had a shortcut?

Share your opinions below and respond to two of your classmates’ thoughts.

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