

Lesson 6: Working at the key level

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Lesson

Hitting keys

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Hitting keys multiple times in a row

- 6.6** Hitting command keys multiple times
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- 6.13** Hitting 2 to 4 cursor/formatting, Function and/or symbol keys (speeds formatting)
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- 6.15** Typing a number and moving the cursor (speeds dialog box, form and spreadsheet input)
- 6.16** Typing a number and moving the cursor several times in a row (greatly speeds dialog box, form and spreadsheet input)
- 6.17** Hitting 2 or 3 command keys in a row, including multiples (speeds formatting)
- 6.18** Hitting 2 or 3 command keys in a row, including multiples, several times in a row (greatly speeds formatting)

Reviews and Previews of key commands from other lessons

- 3.4 Review** Combining keyboard shortcuts with “Close” or “Enter” (speeds menu and dialog box navigation)
- 7.16 Preview** Making changes on-the-fly at the key level (speeds key-level editing)
- 7.21 Preview** Selecting text and copying, cutting, pasting, deleting, bolding, italicizing, or hitting a keyboard shortcut
- 9.3 Preview** Navigating Web sites using any browser (Using Wait with Alternate Left, Alternate Right, Control Tab and Shift Control Tab)

Key combination summary

Review Tour: Working at the key level

Key combinations Drill 1: Morphing Email

Key combinations Drill 2: Morphing Margins

Key combinations Drill 3: Red Stars Redstart

Key combinations Drill 4: Fast Fact