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Some Important Shortcut Keys & Full Form

Computer Shortcut Keys with Description

Shortcut Key	Description
Ctrl + A	Select all text/items
Ctrl + C	Copy selected text/item
Ctrl + X	Cut selected text/item
Ctrl + V	Paste copied/cut item
Ctrl + Z	Undo last action
Ctrl + Y	Redo last action
Ctrl + S	Save current file
Ctrl + N	Create a new file/document
Ctrl + O	Open an existing file
Ctrl + P	Print document
Ctrl + F	Find text in a document
Ctrl + H	Find and Replace
Ctrl + B	Make text Bold
Ctrl + I	Make text Italic
Ctrl + U	Underline text
Ctrl + K	Insert hyperlink
Ctrl + L	Select address bar (browser)
Ctrl + T	Open a new browser tab
Ctrl + W	Close current tab/window
Ctrl + Shift + T	Reopen closed tab
Ctrl + Tab	Switch to next tab
Alt + Tab	Switch between open applications
Alt + F4	Close current application
Alt + Enter	Open properties of selected item
Alt + Space	Open window control menu
Windows + D	Show/Hide Desktop
Windows + E	Open File Explorer
Windows + R	Open Run dialog box
Windows + L	Lock computer
Windows + M	Minimize all windows
Windows + Shift + S	Take screenshot
Windows + Tab	Open Task View

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Shortcut Key	Description
F1	Open Help
F2	Rename selected file/folder
F3	Search files/folders
F5	Refresh window/page
F7	Spelling and Grammar Check (MS Word)
F11	Full-screen mode
Shift + Delete	Permanently delete item
Shift + F10	Open right-click menu
Ctrl + Home	Move to beginning of document
Ctrl + End	Move to end of document
Ctrl + Left Arrow	Move one word left
Ctrl + Right Arrow	Move one word right
Page Up	Move one page up
Page Down	Move one page down

MS Word Shortcut Keys

Shortcut Key	Description
Ctrl + B	Bold text
Ctrl + I	Italic text
Ctrl + U	Underline text
Ctrl + E	Center align
Ctrl + L	Left align
Ctrl + R	Right align
Ctrl + J	Justify text
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size

Excel Shortcut Keys

Shortcut Key	Description
F2	Edit active cell
Ctrl + ;	Insert current date
Ctrl + Shift + :	Insert current time
Ctrl + Arrow Key	Move to data boundary
Alt + =	AutoSum
Ctrl + Page Up	Previous worksheet

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Shortcut Key	Description
Ctrl + Page Down	Next worksheet

Browser Shortcut Keys

Shortcut Key	Description
Ctrl + T	New tab
Ctrl + N	New window
Ctrl + Shift + N	Incognito window
Ctrl + D	Bookmark current page
Ctrl + R	Refresh page
Ctrl + Shift + Delete	Clear browsing data

Top 10 Most Important Shortcut Keys

1. Ctrl + C → Copy
2. Ctrl + V → Paste
3. Ctrl + X → Cut
4. Ctrl + Z → Undo
5. Ctrl + Y → Redo
6. Ctrl + A → Select All
7. Ctrl + S → Save
8. Alt + Tab → Switch Apps
9. Windows + E → File Explorer
10. Windows + D → Show Desktop

These shortcuts are commonly asked in O Level, CCC, DCA, PGDCA, and competitive computer exams.

full form related o level

O Level Computer Full Forms (Important for Exams)

Abbreviation	Full Form
O Level	Ordinary Level
NIELIT	National Institute of Electronics & Information Technology
IT	Information Technology
ICT	Information and Communication Technology
CPU	Central Processing Unit

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Abbreviation	Full Form
ALU	Arithmetic Logic Unit
CU	Control Unit
RAM	Random Access Memory
ROM	Read Only Memory
HDD	Hard Disk Drive
SSD	Solid State Drive
USB	Universal Serial Bus
VDU	Visual Display Unit
UPS	Uninterruptible Power Supply
GUI	Graphical User Interface
OS	Operating System
DOS	Disk Operating System
BIOS	Basic Input Output System
CMOS	Complementary Metal Oxide Semiconductor
LAN	Local Area Network
MAN	Metropolitan Area Network
WAN	Wide Area Network
PAN	Personal Area Network
IP	Internet Protocol
TCP	Transmission Control Protocol
HTTP	HyperText Transfer Protocol
HTTPS	HyperText Transfer Protocol Secure
FTP	File Transfer Protocol
SMTP	Simple Mail Transfer Protocol
POP	Post Office Protocol
URL	Uniform Resource Locator
DNS	Domain Name System
WWW	World Wide Web
ISP	Internet Service Provider
Wi-Fi	Wireless Fidelity
HTML	HyperText Markup Language
CSS	Cascading Style Sheets
XML	Extensible Markup Language
PHP	Hypertext Preprocessor
SQL	Structured Query Language
DBMS	Database Management System
RDBMS	Relational Database Management System

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Abbreviation	Full Form
DDL	Data Definition Language
DML	Data Manipulation Language
DCL	Data Control Language
AI	Artificial Intelligence
ML	Machine Learning
IoT	Internet of Things
OCR	Optical Character Recognition
OMR	Optical Mark Recognition
MICR	Magnetic Ink Character Recognition
PDF	Portable Document Format
JPEG	Joint Photographic Experts Group
PNG	Portable Network Graphics
GIF	Graphics Interchange Format
CD	Compact Disc
DVD	Digital Versatile Disc
Blu-ray	Blu-ray Disc
E-mail	Electronic Mail
ATM	Automated Teller Machine
NEFT	National Electronic Funds Transfer
RTGS	Real Time Gross Settlement
IMPS	Immediate Payment Service
UPI	Unified Payments Interface
CSC	Common Service Centre
UIDAI	Unique Identification Authority of India
Aadhaar	Unique Identification Number
GPS	Global Positioning System
GSM	Global System for Mobile Communications
SIM	Subscriber Identity Module

LibreOffice Full Forms

Abbreviation	Full Form
Writer	Word Processing Software
Calc	Spreadsheet Software
Impress	Presentation Software
Base	Database Management Software
Draw	Drawing Software

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Abbreviation	Full Form
Math	Formula Editor

Python Related Full Forms

Abbreviation	Full Form
IDE	Integrated Development Environment
IDLE	Integrated Development and Learning Environment
PIP	Preferred Installer Program
OOP	Object Oriented Programming
API	Application Programming Interface

O Level Exam में अक्सर पूछे जाने वाले Full Forms

1. CPU – Central Processing Unit
2. RAM – Random Access Memory
3. ROM – Read Only Memory
4. URL – Uniform Resource Locator
5. HTML – HyperText Markup Language
6. CSS – Cascading Style Sheets
7. SQL – Structured Query Language
8. DBMS – Database Management System
9. LAN – Local Area Network
10. WAN – Wide Area Network
11. AI – Artificial Intelligence
12. IoT – Internet of Things
13. OCR – Optical Character Recognition
14. WWW – World Wide Web
15. HTTP – HyperText Transfer Protocol