



# COMPUTER

## Basic to advance

# SHORTCUT

# E-BOOK

OTHER COURSE

HTML, PYTHON, CCC, O'LEVEL, DCA, ADCA, DFA,  
ADFA, PGDCA, NTT, YOGA, BCC etc.

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Prerna Computer Sarila



## MICROSOFT WORD KEYWORD SHORTCUT

MS WORD में सुपर फास्ट बनने के लिए कीबोर्ड पर आपका हाथ अच्छी तरह से बैठना चाहिए है अब कीबोर्ड पर हाथ बैठना यानि शॉर्टकट कीज पर अच्छी कमांड होना और इसी के लिए ये है।

MICROSOFT WORD DAILY USE KEYBOARD SHORTCUTS ये रही  
MICROSOFT WORD के रोजमर्या की KEYBOARD SHORTCUT

Ctrl+A	SELECT ALL
Ctrl+B	BOLD
Ctrl+C	COPY
Ctrl+D	FONT/DUPLICATE
Ctrl+E	CENTER ALIGN
Ctrl+F	FIND
Ctrl+G	GOTO
Ctrl+H	REPLACE
Ctrl+I	ITALIC
Ctrl+J	JUSTIFY
Ctrl+K	HYPERLINK
Ctrl+L	LEFT ALIGN
Ctrl+M, Ctrl+shift+M	INCREASE INDENT, DECREASE INDENT
Ctrl+N	NEW DOCUMENT
Ctrl+O	OPEN DOCUMENT
Ctrl+P	PRINT
Ctrl+F2	PRINT PREVIEW
Ctrl+Q	
Ctrl+R	RIGHT ALIGN
Ctrl+S	SAVE
F12	SAVE AS
Ctrl+T	TAB
Ctrl+U	UNDERLINE
Ctrl+V	PASTE
Ctrl+W	CLOSE WINDOW
Ctrl+X	CUT
Ctrl+Y	REDO/ REPEAT



Ctrl+Z	UNDO
F7	SPELLING AND GRAMMER
SHIFT+F7	THESAURUS
Ctrl+Shift+>/Ctrl+]	INCREASE FONTSIZE
Ctrl+Shift+</Ctrl+[	DECREASE FONTSIZE
HOME	MOVE CURSOR IN THE BEGINNING OF LINE
END	MOVE CURSOR END OF THE LINE
SHIFT+END	SELECT TO THE RIGHT
SHIFT+HOME	SELECT LEFT
PAGE UP	MOVE TO THE TOP OF PAGE
PAGE DOWN	MOVE TO THE BOTTOM OF THE PAGE
CTRL+SHIFT+END	SELECT DOWN
CTRL+SHIFT+HOME	SELECT UP
CTRL+SHIFT+DOWN/UP ARROW	SELECT ONE BY ONE PARAGRAPH
SHIFT+F5	JUMP CURSOR TO LAST EDITING POINT
CTRL+BACK SPACE	DELETE ONE COMPLETE WORD LEFT
CTRL+DELETE	DELETE ONE COMPLETE WORD OF RIGHT
SHIFT+F3	CHANGE CASE
CTRL+SHIFT+L	QUICKLY CREATE BULLET LIST
CTRL+SHIFT+F/CTRL+D	CHANGE FONT
CTRL+1/2/5	CHANGE LINE SPACING
CTRL+F1	HIDE/SHOW RIBBON
ALT+SHIFT+D/T	CURRENT DATE/TIME

.....The End.....

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