

THE FUTURE TRACK

COMPUTER EDUCATION

SHORTCUT KEYS



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Basic Computer Shortcut Keys

Alt + F = File menu options in the current software.

Ctrl + A = Select all open files.

Ctrl + V = (Paste all in the new file)

Ctrl + X = Cuts the selected Text or Image.

Ctrl + Del = (Cut the selected items)

Ctrl + Ins = Copy the selected item

Ctrl + Home = Go homepage on the open file.

Ctrl + End = Go end of the file.

Shift + Ins = Paste the selected item

Shift + Home = Highlight from the current position.

Shift + End = Highlight from the current position to end of the line.

Ctrl + (Left arrow) = Move one word to the left at a time.

Ctrl + (Right arrow) = Move one word to the right at a time.

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MS Word Shortcut Keys list

Ctrl + A = Select all contents of the page.

Ctrl + B = Bold highlighted selection.

Ctrl + C = Copy selected text.

Ctrl + X = Cut selected text.

Ctrl + N = Open new/blank document.

Ctrl + O = Open options.

Ctrl + P = Open the print window.

Ctrl + F = Open find box.

Ctrl + I = Italicise highlighted selection.

Ctrl + K = Insert link.

Ctrl + U = Underline highlighted selection.

Ctrl + V = Paste.

Ctrl + Y = Redo the last action performed.

Ctrl + Z = Undo last action.

Ctrl + G = Find and replace options.

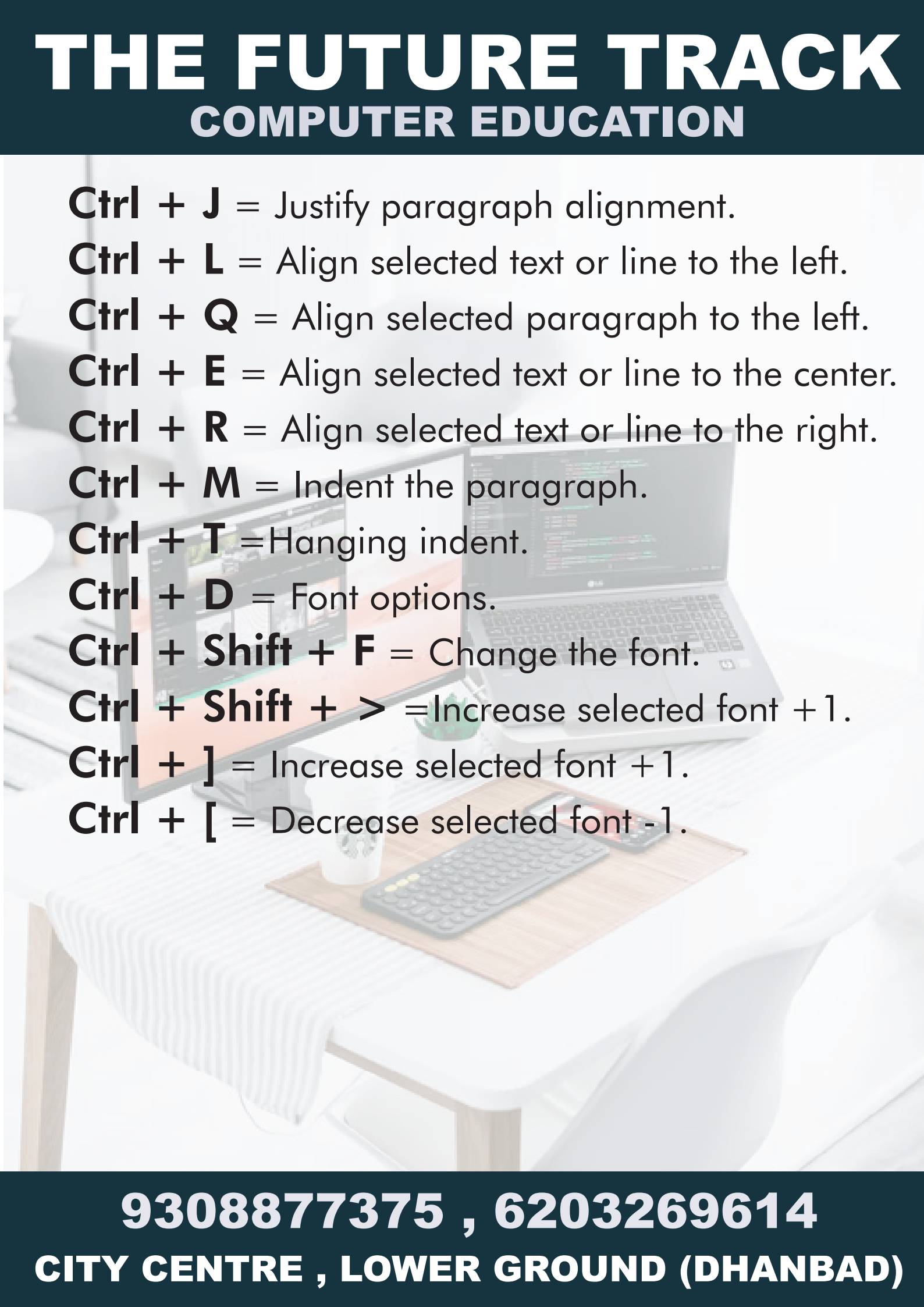
Ctrl + H = Find and replace options.

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- Ctrl + J** = Justify paragraph alignment.
 - Ctrl + L** = Align selected text or line to the left.
 - Ctrl + Q** = Align selected paragraph to the left.
 - Ctrl + E** = Align selected text or line to the center.
 - Ctrl + R** = Align selected text or line to the right.
 - Ctrl + M** = Indent the paragraph.
 - Ctrl + T** = Hanging indent.
 - Ctrl + D** = Font options.
 - Ctrl + Shift + F** = Change the font.
 - Ctrl + Shift + >** = Increase selected font + 1.
 - Ctrl +]** = Increase selected font + 1.
 - Ctrl + [** = Decrease selected font - 1.

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List of Microsoft Word shortcut keys

Ctrl + Shift + * = View or hide non printing characters.

Ctrl + (Left arrow) = Move one word to the left.

Ctrl + (Right arrow) = Move one word to the right.

Ctrl + (Up arrow) = Move to the beginning of the line or paragraph.

Ctrl + (Down arrow) = Move to the end of the paragraph.

Ctrl + Del = Delete the word to the right of the cursor.

Ctrl + Backspace = Delete the word to the left of the cursor.

Ctrl + End = Move the cursor to the end of the document.

Ctrl + Home = Move the cursor to the beginning of the document.

Ctrl + Space = Reset highlighted text to default font.

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Ctrl + 1 = Single-space lines.

Ctrl + 2 = Double-space lines.

Ctrl + 5 = 1.5-line spacing.

Ctrl + Alt + 1 = Change text to heading 1.

Ctrl + Alt + 2 = Change text to heading 2.

Ctrl + Alt + 3 = Change text to heading 3.

F1 = Open Help.

Shift + F3 = Change case of selected text.

Shift + Insert = Paste.

F4 = Repeat the last action performed (Word 2000+).

F7 = Spell check selected text and/or document.

Shift + F7 = Activate the thesaurus.

F12 = Save as.

Ctrl + S = Save.

Shift + F12 = Save.

Alt + Shift + D = Insert the current date.

Alt + Shift + T = Insert the current time.

Ctrl + W = Close document.

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MS Excel shortcut keys list

Ctrl+N = Create a new workbook

Ctrl+O = Open an existing workbook

Ctrl+S = Save a workbook

F12 = Open the Save As dialog box

Ctrl+W = Close a workbook

Ctrl+F = Search in a spreadsheet, or use Find and Replace

Alt+F = Open the File tab menu

Alt+H = Go to the Home tab

Alt+N = Open the Insert tab

Alt+P = Go to the Page Layout tab

Alt+M = Go to the Formulas tab

Alt+A = Go to the Data tab

Alt+R = Go to the Review tab

Ctrl+F4 = Close Excel

Shift+F11 = Insert a new worksheet

Ctrl+Z = Undo an action

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Ctrl+Y = Redo an action

Ctrl+F2 = Switch to Print Preview

F1 = Open the Help pane

Alt+Q = Go to the "Tell me what you want to do" box

F7 = Check the spelling

F9 = Calculate all worksheets in all open workbooks

Shift+F9 = Calculate active worksheets

Alt or F10 = Turnkey tips on or off

Ctrl+F1 = Show or hide the ribbon

Ctrl+Shift+U = Expand or collapse the formula bar

Ctrl+F9 = Minimize the workbook window

Alt+F1 = Create an embedded bar chart based on
select data

Alt+W = Go to the View tab

Alt+X = Go to the Add-ins tab

Alt+Y = Go to the Help tab

Ctrl+Tab = Switch between open workbooks

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Computer Shortcut keys for Microsoft Word

Ctrl + B = Bold text

Ctrl + D = Displays the Font dialogue box

Ctrl + F = Displays the Find dialog box to search the current document

Ctrl + H = Displays the Replace dialogue box

Ctrl + I = Italicize text

Ctrl + K = Create a hyperlink

Ctrl + N = Create a new document

Ctrl + O = Opens a new document

Ctrl + P = Prints a document

Ctrl + S = Saves a document

Ctrl + U = Underline text

Ctrl + Right arrow = To move the insertion point to the beginning of the next word

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Ctrl + Left arrow = To move the insertion point to the beginning of the previous word

Ctrl + Down arrow = To move the insertion point to the beginning of the next paragraph

Ctrl + Up arrow – To move the insertion point to the beginning of the previous paragraph

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Computer Shortcut Keys (Function keys)

F1 key = Display Help

F2 key = To Rename the selected item

F3 key = Search for a file or a folder

F4 key = Display the Address bar list in My Computer or Windows Explorer

F5 key = Refresh the active window

F6 key = Cycle through the screen elements in a window or on the desktop

F7 key = To spell check and grammar check in MS Word document, Outlook,

F8 key = Used to enter the Windows startup menu, mainly used to access Windows Safe Mode

F9 key = Refresh document in Microsoft Word

F10 key = Activate the menu bar in the active program

F11 key = Maximize or minimize the active window

F12 key = Open the Save as a window in Microsoft Word

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