

Short cuts key for ms office

1. Ctrl+A – all select
2. Ctrl+ B – Bold
3. ctrl+ C - Copy
4. Ctrl+ d – open font window
5. Ctrl+ E – centre Alignment of paragraph
6. Ctrl+ F- find the text
7. Ctrl+G – go to special page no
8. Ctrl + H – replace the text
9. Ctrl + I – italics format
10. Ctrl + j - Justify
11. Ctrl+ L – Left Alignment
12. Ctrl + N – open new page
13. Ctrl + O – open save page
14. ctrl + P – print
15. Ctrl + R – Right Alignment
16. Ctrl+ S – save the file
17. Ctrl+ U – underline
18. Ctrl +V – paste

19. Ctrl + W – Close window

20. Ctrl + X – cut

21. Ctrl + Y – Redo

22. Ctrl + Z – undo

23. ctrl + K –Hyper link

Short cuts keys for windows

F1- open help window

F2- rename of selected object

F3- search file or folder

F4- open active list

F5- refresh

F7- check spelling and grammar

F10- open menu bar in active program

Shift + F10 – open short cut menu of selected Object

Alt + F4 – close active program/window

Ctrl + F4 – close active program

Shift + F3 – change in capital or small letter

Esc – cancel of current work

Del – delete

End- go in last line or active window

Home – go to beginning of line or open

Window

Enter – change paragraph

F12- open save as dialog box

Window logo + L -lock computer

Window logo + M – minimize all window

Window logo – hide & unhide of start menu

Ctrl + Esc – open start menu

Alt + tab – go to open program

Alt + Enter - open properties of selected subject

Shift + Del – delete without send recycle bin

Ctrl +F2 –see print preview

Ctrl+shift+N - create a new folder on the desktop