

SHORTCUT KEYS

A to Z Shortcut Keys

- Ctrl + A = Select All
- Ctrl - With the help of control buttons, we can select more than one distant word or object (shape, picture, chart) etc.
 कंट्रोल बटन की सहायता से हम एक से अधिक दूर-दूर के शब्द या ऑब्जेक्ट (आकृति, चित्र, चार्ट) आदि को सिलेक्ट कर सकते हैं।
- Shift - With the help of shift button, we can select more than one consecutive word or object (shape, picture, chart) etc.
 शिफ्ट बटन की सहायता से हम एक से अधिक लगातार शब्द या ऑब्जेक्ट (आकृति, चित्र, चार्ट) आदि को सिलेक्ट कर सकते हैं।
- Ctrl + B = Bold (in word, Excel, Powerpoint & Other)
- Ctrl + 2 = Bold (in MS Excel) / In MS Word Double Line Spacing
- Ctrl + C = Copy / Ctrl + Insert
- Ctrl + D = Font Default setting / Font Option (In MS WORD)
- Ctrl + D = Duplicate object (Shape, Pictures) (Power Point & Excel)
- ^{Imp:} Ctrl + E = Centre Alignment
- Ctrl + F = Open Find Box Dialogue Box
- Ctrl + F = Navigation Pane
- Ctrl + G = Go to Dialogue Box // Find, Replace, Go to Dialogue Box
- F5 = Go to Dialogue Box // Find, Replace, Go to Dialogue Box
- ^{Imp:} Ctrl + H = Replace // Find, Replace, Go to Dialogue Box
- Ctrl + I = Italic Font (in Word, Excel, powerpoint & Other)
- Ctrl + 3 = Italic Font (in MS Excel)
- ^{Imp:} Ctrl + J = Justify Paragraph Alignment

- Ctrl + Shift + J = Force Justify
- Imp • Ctrl + K = Hyperlink
- Ctrl + L = Left Alignment (in MS Word & PowerPoint)
- Imp • Ctrl + L = Create Table (in MS Excel)
- Ctrl + M = Indent the Paragraph (in MS Word) / Increase Indent
- Ctrl + Shift + M = Remove Paragraph Indent (in MS Word)
Decrease Indent
- Ctrl + M = New Slide (in MS PowerPoint)
- Ctrl + N = New Document in MS Word / New Workbook in MS Excel / New Presentation in MS PowerPoint
- Ctrl + O = Open Dialogue Box
- Ctrl + F12 = Open Dialogue Box
- Ctrl + P = Print
- Ctrl + Shift + F12 = Choose the print command
- Ctrl + F2 = Print Preview
- Alt + Ctrl + I = Print Preview
- Ctrl + Q = Remove Paragraph Formatting
- Ctrl + R = Right Alignment (in MS Word & PowerPoint)
- Imp • Ctrl + R = Fill the active cell with active cell to the right
- Ctrl + S = Save a file
- Shift + F12 = Save a file
- F12 = Save As
- Ctrl + T = Creating a Hanging Indentation (In MS Word)
- Ctrl + Shift + T = Remove a Hanging Indent (In MS Word)
- Ctrl + T = Create Table (in MS Excel) / font Dialogue Box in PowerPoint
- Ctrl + U = Underline
- Ctrl + Shift + D = For Double Underline
- Ctrl + Shift + W = Underline Except Spaces
- Ctrl + V = Paste

- Shift + Insert = Paste
- Ctrl + W = Close file
- Ctrl + F4 = Close the active document
- Alt + F4 = Close the active document / Close application
- Ctrl + X = Cut
- Ctrl + Y = Redo change the previous action by undo
- Ctrl + Z = Undo the previous action

FOR MENU BAR

- Imp • Alt + F = File Menu → Backstage View
- Imp • Alt + H = Home Menu
 - Alt + N = Insert Menu
 - Alt + G = Design Menu
 - Alt + JI = Draw Menu
- Imp • Alt + P = Layout Menu
 - Alt + S = References Menu
 - Alt + M = Mailings (in Word)
 - Alt + M = Formulas (in Excel)
 - Alt + A = Data Menu in MS Excel
 - Alt + R = Review Menu
- Imp • Alt + W = View Menu
 - Alt + A = Animation (Power Point)
 - Alt + S = Slideshow (Power Point)
 - Alt + K = Transition Tab (Power Point)

OTHER SHORTCUT KEYS

- Ctrl + Shift + S = Apply style in MS Word
- Imp • Ctrl + Shift + F = Font Style change
- Ctrl + Shift + C = Format Copy from a text
- Ctrl + Shift + V = Format Paste on a text

ROJGAR WITH ANKIT

- Ctrl + Shift + P = Font Size Change
- Imp • Ctrl + Shift + D = Double Underline
- Imp • Ctrl + Shift + W = Underline Formatting to the words but not the spaces
- Ctrl + Alt + V = Paste Special
- Imp • Ctrl + Alt + D = Endnote in MS Word
- Imp • Ctrl + Alt + F = Footnote in MS Word
- Ctrl + Alt + S = To split / finish a document window
- Imp • Ctrl + Shift + L = For Apply Bullets in a Paragraph in MS Word
- Imp • Ctrl + Shift + L = For Apply Filter in MS Excel.
- Ctrl + 1 = Single Line Spacing (in MS Word)
- Imp • Ctrl + 2 = Double line Spacing (in MS Word)
- Imp • Ctrl + 5 = 1.5 Line Spacing (in MS Word)
- Ctrl + 1 = Format Cells (in MS Excel)
- Ctrl + 2 = Bold (in MS Excel)
- Ctrl + 3 = Italic (in MS Excel)
- Ctrl + 4 = Underline (in MS Excel)
- Ctrl + 5 = Strikethrough (in MS Excel)
- Imp • Shift + F3 = Change Case - ⑤
 - Upper Case
 - Lower Case
 - Capitalize Each Word
 - Sentence Case
 - toGGLE CASE
- Ctrl + Shift + F12 = Print
- Imp • Ctrl + F1 = Show & Hide Ribbon
- Imp • Ctrl + F2 = Print Preview
- Imp • Ctrl + Alt + I = Print Preview
- Ctrl + Shift + > = Increase Font Size by regular size
- Ctrl +] = Increase Font Size by 1 Point
- Ctrl + Shift + < = Decrease Font Size by regular size