

# SHORTCUT KEYS

- **Ctrl + Shift + >** = Increase font size by regular size / font list / Dropdown
- **Ctrl + ]** = Increase Font Size by 1 Point
- **Ctrl + Shift + <** = Decrease Font Size by regular size
- **Ctrl + [** = Decrease Font Size by 1 Point
- **Esc** = Cancel a command / stop processing / stop slideshow / Close Dialogue Box
- **Shift + Arrow** = To select Text (Left, Right, Up, Down)
- **Ctrl + Click** = Select Multiple Object in One Time
- Imp** • **Ctrl + (=)** = Subscript {  $H_2O$  }
- Imp** • **Ctrl + Shift + (+)** = Superscript {  $10^2$  }
- **Ctrl + Shift + Right / Left Arrow** = To select a Word
- **Ctrl + Shift + Up / Down Arrow** = To select a complete Line
- **Tab** = To increase / For Jump to Next Box
- **Shift + Tab** = Return to previous box
- **Ctrl + Left Arrow** = Move one word to the left
- **Ctrl + Right Arrow** = Move one word to the right
- **Ctrl + Up Arrow** = To move the cursor up one paragraph
- **Ctrl + Down Arrow** = To move the cursor down one paragraph.
- **Delete** = To remove a character or letter from right hand side.
- **Backspace** = To remove a character or letter from left hand side.
- **Ctrl + Del** = Delete the word to the right of the cursor.
- **Ctrl + Backspace** = Delete the word to the left of the cursor
- Imp** • **Ctrl + End** = Move the cursor to the end of the document.
- Imp** • **Ctrl + Home** = Move the cursor to the beginning of the document.
- Imp** • **Shift + F7** = Activate the Thesaurus.

- Alt + Shift + D = Insert the current date (in MS Word)
- Alt + Shift + T = Insert the current time (in MS Word)
- Alt + Enter (In Excel) = Wrap Text

## WINDOWS SHORTCUT KEYS

- Alt + F4 = Shut Down Computer, Exit files, folder
- Alt + F6 / Ctrl + F6 = Switch to the open files in word / excel / powerpoint
- Imp Alt + F8 = Macros
- Alt + Ctrl + Delete = For Task Manager (Three button command)
- Delete = Delete a file, folder, images etc.
- Shift + Delete = Permanent Delete
- Alt + Space = For Active Minimize, Maximize, Restore.
- Imp Alt + Enter = For view Properties a file or folder
- Alt + Tab = Switch Applications to Right Hand
- Alt + Shift + Tab = Switch Applications to Left Hand
- Window + R = For Run Command (Winword / Excel / Powerpnt)
- Window + E = For Open This PC / My Computer Folder / File Explorer / Window Explore.
- Window + D = For Hide / Unhide all present time open applications.
- Window + I = For open computer setting
- Window + L = Lock Your PC
- Window + Shift + S = For Screenshot

## F1 To F12 SHORTCUT KEYS

- Imp F1 = Open Help
- F2 = Rename Files or Folder, Edit Active Cell in MS Excel
- F3 = Browsers, Windows में Search Option Active करने के लिए
- F4 = Alt + F4 = Close Active Window, Shut Down.



- F5 - Refresh button, Refresh Folder Content List, Reload Page or Document window in Browsers
- F5 - Slide Show in Power point
- Shift + F5 - To begin the slide show from the current slide.
- F6 - Take Cursor in Address Bar
- MS F7 - Spell and grammar check in MS Office
- Shift + F7 - Thesaurus check in MS Office
- F8 - Start Safe Mode in MS Excel
- F9 - Send and Receive E-mails in Outlook
- F10 - Highlights Menu Bar/Alt
- Shift + F10 - Open Right Click Menus Context Menu खोलने के लिए
- Ctrl + F10 - Maximizes or restores Window
- F11 - Open or Close Full Screen Mode
- F11 - For Insert Chart in MS Excel
- F12 - Open Save As Window in Word

The F8 button in Microsoft Word is mainly used to expand text selection.

(Microsoft Word में F8 बटन का उपयोग मुख्य रूप से टेक्स्ट सिलेक्शन (चयन) बढ़ाने के लिए किया जाता है।)

## USES OF F8

1. Turning on selection mode: Press F8. This will turn on selection mode.

सिलेक्शन मोड चालू करना: इससे सिलेक्शन मोड चालू हो जाएगा।

2. Selecting a word: Press F8 twice

शब्द का चयन: F8 को दो बार दबाएँ

This will select the current word.

यह वर्तमान शब्द को सिलेक्ट करेगा।

3. **Selecting a sentence**: Press F8 three times  
वाक्य का चयन: F8 को तीन बार दबाएं  
This will select the entire sentence  
यह पूरे वाक्य को सिलेक्ट करेगा।
4. **Selecting a paragraph**: Press F8 four times  
पैराग्राफ का चयन: F8 को चार बार दबाएं  
This will select the entire paragraph  
यह पूरे पैराग्राफ को सिलेक्ट करेगा।
5. **Selecting the entire document**: Press F8 five times  
पूरे दस्तावेज़ का चयन: F8 को पांच बार दबाएं  
This will select the entire document.  
यह पूरे डॉक्यूमेंट को सिलेक्ट कर लेगा।

## WEB BROWSER SHORTCUT KEYS

- Ctrl+N - New Browser Window
- Ctrl+Shift+N - To Open a new window in incognito mode tab
- Ctrl+T - New Tab
- Ctrl+Shift+T - Reopens the last tab you closed / Recently closed tab
- Ctrl+Shift+Tab or Ctrl+page Up - To Jump Left Side Tab
- Ctrl+Tab / ~~Ctrl+Tab~~ or Ctrl+page down - To Jump Right Side Tab
- Ctrl+D - To Bookmark a webpage
- Ctrl+U - Open Source Code
- Ctrl+H - To Open Search History List
- Ctrl+J - To Open Download List
- Ctrl+9 - Switch to the last tab
- Ctrl+0 - To set the page to the default zoom.
- F5 - Reload
- Ctrl++ - Zoom In



- Ctrl + - = Zoom Out
- Ctrl + 0 = 100% Zoom
- Esc = Stop Loading
- Ctrl + L or Alt + D = Address bar को zoom करने के लिए
- Home = To go to the top of the web page
- End = To go to the bottom of the web page
- F11 = Full Screen Mode
- Ctrl + Shift + Delete = Task Manager
- Ctrl + Shift + & = Merge & Center Cells
- Ctrl + ' = Copy value from above cell

## MS EXCEL SHORTCUT KEYS

- Arrow Keys = Move one cell at a time
- Delete = Remove selected cell contents
- Enter = Complete a cell entry and select the cell below/  
Accept & Apply
- Alt + Enter = Wrap Text (Start a new line of text or add  
spacing)
- Tab = Move one cell to the right
- Shift + Tab = Move one cell to the left
- Enter = To move from the current cell to the bottom cell
- Shift + Enter = To move to a cell above the current cell
- Ctrl + Spacebar = For select a complete column
- Shift + Spacebar = For select a complete Row
- Esc = Cancel and close the dialog box
- Ctrl + Shift + Spacebar = Select complete worksheet