



DELHI POLICE 2025

CONSTABLE **HCM** **AWO/TPO**

यकीन बैच

COMPUTER

SHORTCUT KEYS

Part -2



LIVE
STREAMING

11-04-2025 04:00 PM



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यकीन बैच COMPUTER

Ctrl + Shift + > = Increase Font Size by regular size / Font List / Dropdown

Ctrl +] = Increase Font Size by 1 Point 36 → 37

Ctrl + Shift + < = Decrease Font Size by regular size / Font List

Ctrl + [= Decrease Font Size by 1 point 36 → 35
36 → 28

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



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Ctrl + (=) = Subscript {H₂O}

Ctrl + Shift + (+) = Superscript {10²}

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





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Ctrl + Up Arrow = कर्सर को एक पैराग्राफ ऊपर ले जाने के लिए

To move the cursor up one paragraph.

Ctrl + Down Arrow = कर्सर को एक पैराग्राफ नीचे ले जाने के लिए

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



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

Ctrl + Home = Move the Cursor to the beginning of the document

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





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Windows Shortcut Keys

Alt + F4 = Shut Down Computer, Exit files, folder

Alt + F6 / Ctrl + F6 = Switch to the open files in word/excel/power point

Alt + F8 = Macros

Alt + Ctrl + Delete = For Task Manager (Three button command)

Delete = Delete a file, folder, images etc.

Shift + Delete = Permanent Delete



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Alt + Space = For Active Minimize, Maximize, Restore

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

Window + E = For Open This PC / My Computer Folder

→ File Explorer / Window Explorer.

→ ^{main}SSC CGIL 6 March 2023

→ Winword

→ Excel

→ PowerPnt



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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

Function Keys



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F1 To F12 Shortcut Key

F1 = Open Help

Imp.

F2 = Rename Files or Folder, Edit Active Cell in MS Excel

F3 = Browsers, Windows में Search Option Activate 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



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F5 = Slide Show in power point

Shift + F5 = To Begin The slide show from the current slide

F6 = Take Cursor in Address Bar

F7 = Spell and grammar check in MS office

Shift + F7 = Thesaurus check in MS Office

F8 = Start Safe Mode in MS Excel



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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



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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: F8 का उपयोग:

1. **Turning on selection mode: सिलेक्शन मोड चालू करना:** - Press F8. This will turn on selection mode. इससे सिलेक्शन मोड चालू हो जाएगा।
2. **Selecting a word: शब्द का चयन:** - Press F8 twice/ F8 को दो बार दबाएं।
This will select the current word. यह वर्तमान शब्द को सिलेक्ट करेगा।
3. **Selecting a sentence: वाक्य का चयन:** - Press F8 three times/F8 को तीन बार दबाएं। This will select the entire sentence. यह पूरे वाक्य को सिलेक्ट करेगा।



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



MS EXCEL SHORTCUT KEYS



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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





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Enter → वर्तमान सेल से नीचे वाली सेल में जाने के लिए

to move from the current cell to the bottom cell



Shift + Enter → वर्तमान सेल से ऊपर वाली सेल में जाने के लिए

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



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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 or **Ctrl + Page down** = To Jump Right Side Tab



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Ctrl + D = To Bookmark a webpage

Ctrl + U = Open Source Code *(Imp.)*

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 Out

Ctrl + 0 → 100% Zoom

Ctrl + + → Zoom In



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Esc = Stop Loading

Ctrl + L or Alt + D = Address bar को zoom करने के लिए

Home = वेब पेज के टॉप पर जाने के लिए to go to the top of the web page

End = वेब पेज के सबसे नीचे जाने के लिए 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