

## SWAMI VIVEKANANDA YOUTH COMPUTER TRAINING CENTER

### PC KEY BOARD SHORTCUTS

ALT + ESC → CYCLES THROUGH OPEN PROGRAMS

ALT + TAB → CYCLES THROUGH OPEN APPLICATIONS.

ALT + SPACE BAR → CONTROL MENU

ALT + HYPHEN → OPEN THE WINDOW'S CONTROL MENU.

ALT + F4 → CLOSSES OPEN WINDOW'S.

ALT + LEFT RIGHT ARROWS → BACK/FORWARD ON WEB.

CTRL + A → SELECT ALL

CTRL + B → BOLD FONT

CTRL + C → COPY

CTRL + D → CHANGE FONT

CTRL + E → CENTER ALIGNMENT

CTRL + F → FIND

CTRL + G → GO TO

CTRL + H → REPLACE

CTRL + I → ITALIC FONT

CTRL + J → JUSTIFY

CTRL + K → INSERT HYPERLINK

CTRL + L → LEFT ALIGNMENT

CTRL + M → TABS FIVE SPACES

CTRL + N → NEW DOCUMENT

CTRL + O → OPEN FILE

CTRL + P → PRINT

CTRL + Q → RESETS TAB ON RULER

CTRL + R → RIGHT ALIGNMENT

CTRL + S → SAVE

CTRL + S / → SAVE AS

CTRL + T → HANGING INDEX

CTRL + U → UNDERLINE

CTRL + V → PASTE

CTRL + W → CLOSES FILE

CTRL + X → CUT

CTRL + Y → RE DO

CTRL + Z → UN DO

CTRL + 1 → SINGLE SPACE

CTRL + 2 → DOUBLE SPACE

CTRL + 5 → 1.5 LINE SPACE

CTRL + [ → DECREASE FONT

CTRL + ] → INCREASE FONT

CTRL + ESC → WINDOWS MENU

CTRL + ENTER → PAGE BREAK

CTRL + SPACE BAR → SELECT ON EXCEL COLUMN

CTRL + HOME → TOP

CTRL + END → BOTTOM

CTRL + SHIFT + ARROW → SELECT WORD

CTRL + F2 → PRINT PREVIEW

SHIFT + TAB → MOVES CURSOR BACK WORD

SHIFT + PAGE UP → HIGHT LIGHTS CURSOR POSITION TO THE BEGINNING OF THE LINE

SHIFT + PAGE DOWN → HIGHT LIGHTS CURSOR POSITION TO THE END OF THE LINE

SHIFT + F7 → THESAURUS

#### **OTHERS KEY -----**

F1 → HELP

F5 → FIND AND REPLACE

F7 → SPELL / GRAMMAR CHECK

WINDOWS KEY → START MENU

WINDOWS KEY + D → GO TO DESK TOP

SHORTCUT KEY → SHORTCUT MENU

ALT + CTRL + DELETE → LOG OFF / ON

DESK TOP ROATED → ALT + CTRL + ARROW

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