

COMPUTER SHORTCUT KEYS

The background of the image shows a person's hands typing on a laptop keyboard. The image is partially obscured by a dark, semi-transparent horizontal band across the middle, which serves as a backdrop for the white text. A large, vibrant red geometric shape, consisting of several overlapping triangles and polygons, is positioned in the lower-left and bottom-center areas of the frame. The overall aesthetic is modern and tech-oriented.

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
1	Alt + F	Displays the File menu options
2	Alt + E	Opens the Edit options
3	Alt + Tab	Switch between open programs
4	F1	Used by every Windows program for Help
5	F2	To Rename a selected file
6	F5	Refresh the page or current window

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
7	Ctrl + D	To Bookmarks the current page
8	Ctrl + N	Create a new or blank document or open a new tab in the Internet Browser
9	Ctrl + O	To Open a file
10	Ctrl + A	Select the entire text at once
11	Ctrl + B	Change the text to Bold
12	Ctrl + I	Change the Text to Italics
13	Ctrl + U	Underline the selected text

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
14	Ctrl + S	Save the file or document you are working on
15	Ctrl + X	Cut selected part of the text or image
16	Shift + Del	Remove the selected items
17	Ctrl + C	To copy the text or image
18	Ctrl + V	To Paste
19	Ctrl + Y	Redo last action
20	Ctrl + Z	Undo last action

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
21	Ctrl + K	Insert hyperlink for selected text.
22	Ctrl + P	To print the document
23	Home	Moves the beginning of the current line
24	Ctrl + Home	Moves to the beginning of the document
25	End	Moves to the end of the line
27	Ctrl + End	Moves to the end of the document

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
28	Ctrl + Left arrow	Moves one word to the left at a time.
29	Ctrl + Right arrow	Moves one word to the right at a time.
30	Alt + F4	To close the program currently active
31	Alt + Enter	Open the properties for the selected item
32	Ctrl + Shift + Spacebar	Create a non-breaking space

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
33	Ctrl + Shift+ <	Decrease font size one value
34	Ctrl + Shift + >	Increase the font size one value
35	Ctrl + [	Increase the font size by 1 point
36	Ctrl +]	Decrease the font size by 1 point
37	Ctrl + Spacebar	Remove paragraph or character formatting
38	Ctrl + Alt + V	Paste special

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
39	Ctrl + Shift + V	Paste formatting only
40	Ctrl+F10	Maximise the document window
41	Ctrl + Shift + T	Enter the current time
42	Ctrl + ;	Enter the current date
43	Shift + F3	Open the Excel formula window
44	Shift + F5	Bring up search box.
45	Ctrl + F9	Minimise current workbook

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
46	Ctrl + F10	Maximise currently selected workbook
47	Ctrl + F6	Switch between open workbooks/window
48	Ctrl + Page Down	Move between Excel worksheets in the same Excel document
49	Ctrl + Tab	Move between two or more open Excel files

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
50	Ctrl + Page Up	Move between Excel worksheet in the same Excel document
51	Alt + =	Create a formula to sum all of the cells
52	Ctrl + '	Insert the value of the above cell into cell currently selected.
53	Ctrl + Arrow key	Move to next section to text
54	Ctrl + Space	Select entire column

COMPUTER SHORTCUT KEYS

S.No.	Shortcut Keys	Function
55	Shift + Space	Select entire row
56	Ctrl+L	To left-align the selected text
57	Ctrl+R	To right-align the selected text
58	Ctrl+J	To justify the selected text
59	Ctrl+E	To centre align the text
60	Ctrl+Del	To delete the word to the right
61	Shift+Del	To permanently delete a file