

Computer Shortcut keys

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| 1. | Cut | ctrl + X |
| 2. | Copy | ctrl + C |
| 3. | Paste | ctrl + V |
| 4. | Rename file | F2 |
| 5. | Quit word | Alt + F4 |
| 6. | Find text | ctrl + F |
| 7. | Repeat find | Alt + ctrl + Y |
| 8. | Replace text | ctrl + H |
| 9. | Go to a page | ctrl + G |
| 10. | Go back to a page | Alt + ctrl + Z |
| 11. | Browse a document | Alt + ctrl + home |
| 12. | Cancel an action | ESC |
| 13. | Undo an action | ctrl + Z |
| 14. | Redo a repeat an action | ctrl + Y |

Keys for Formatting Characters in Paragraphs

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| 15. | Change the font | ctrl + D, ctrl + shift + F |
| 16. | Change the font size | ctrl + shift + P |
| 17. | Increase the font size | ctrl + shift + > |
| 18. | Decrease the font size | ctrl + shift + < |
| 19. | Increase the font size by one point | ctrl +] |
| 20. | Decrease the font size by one point | ctrl + [|
| 21. | Change the case of letters | Shift + F3 |
| 22. | Format letters as all capitals | ctrl + shift + A |
| 23. | Apply bold formatting | ctrl + B |
| 24. | Apply an underline | ctrl + U |
| 25. | Under words by not spaces | ctrl + shift + W |
| 26. | Double underline text | ctrl + shift + D |
| 27. | Apply hidden text formatting | ctrl + shift + H |
| 28. | Apply italic formatting | ctrl + I |
| 29. | Format letters as small capitals | ctrl + shift + K |
| 30. | Apply subscript formatting | ctrl + = |
| 31. | Apply superscript formatting | ctrl + shift + = |
| 32. | Copy formats | ctrl + shift + C |
| 33. | Paste formats | ctrl + shift + V |
| 34. | Single-space line | ctrl + 1 |
| 35. | Double-space line | ctrl + 2 |
| 36. | Set 1.5-space line | ctrl + 5 |
| 37. | Center a paragraph | ctrl + E |
| 38. | Justify a paragraph | ctrl + J |
| 39. | Left align a paragraph | ctrl + L |
| 40. | Right align a paragraph | ctrl + R |
| 41. | Indent a paragraph from the left | ctrl + M |
| 42. | Remove a paragraph indent from left | ctrl + shift + M |

Computer Shortcut keys

43.	Create a hanging indent	ctrl + T
44.	Reduce a hanging indent	ctrl + shift + T
45.	Remove a paragraph formatting	ctrl + Q
46.	Delete one character to the left	BACKSPACE
47.	Delete one word to the left	ctrl + BACKSPACE
48.	Delete one character to the right	Delete
49.	Delete one word to the right	ctrl + Delete
50.	Create auto text	alt + F3
51.	Insert a line break	Shift + ENTER
52.	Insert a page break	Ctrl + ENTER
53.	Insert a column break	Ctrl + shift + ENTER
54.	Select Text by holding down SHIFT and pressing the key that moves the - insertion point.	
55.	One character to the right	SHIFT+RIGHT ARROW
56.	One character to the left	SHIFT+LEFT ARROW
57.	To the end of a word	CTRL+SHIFT+RIGHT RROW
58.	To the beginning of a word	CTRL+SHIFT+LEFT ARROW
59.	To the end of a line	SHIFT + END
60.	To the beginning of a line	SHIFT+HOME
61.	To the end of a paragraph	CTRL+SHIFT + END
62.	To the beginning of a paragraph	CTRL+SHIFT+HOME
63.	One screen down	SHIFT+PAGE DOWN
64.	One screen up	SHIFT+ PAGE UP
65.	to the end of a window	ALT+CTRL+PAGE+DOWN
66.	to beginning of a document	CTRL+SHIFT+HOME
67.	to include the entire document	CTRL+A
68.	One character to the left	LEFT ARROW
69.	One character to the right	RIGHT ARROW
70.	One word to the left	CTRL + LEFT ARROW
71.	One word to the right	CTRL + RIGHT ARROW
72.	One paragraph up	CTRL + UP ARROW
73.	One paragraph down	CTRL + DOWN ARROW
74.	One cell to the left (in a table)	SHIFT + TAB
75.	One cell to the right (in a table)	TAB
76.	Up one line	UP ARROW
77.	Down one line	DOWN ARROW
78.	To the end of a line	END
79.	To the beginning of a line	HOME
80.	To the top of the window	ALT + CTRL +PAGE UP
81.	To the end of the window	ALT + CTRL + PAGE DOWN
82.	Up one screen (scrolling)	PAGE UP
83.	Down one screen (scrolling)	PAGE DOWN
84.	To the top of the next page	CTRL + PAGE DOWN
85.	To the top of the previous page	CTRL + PAGE UP
86.	To the end of a document	CTRL + END
87.	To the beginning of a document	CTRL + HOME

Computer Shortcut keys

Keys for Performing A Mail Merge

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| 88. | Preview a mail merge | ALT + SHIFT + K |
| 89. | Merge a document | ALT + SHIFT + N |
| 90. | Print the merged document | ALT + SHIFT + M |
| 91. | Edit a mail- merge data document | ALT + SHIFT + E |
| 92. | Insert a merge field | ALT + SHIFT + F |

Keys for Printing and Previewing Documents

To Press

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| 93. | Print a document | CTRL + P |
| 94. | Switch to Print Preview | ALT + CTRL + I |
| 95. | Move by one preview page | PAGE UP or PAGE Down |
| 96. | Move to the first preview page when zoomed out | CTRL + HOME |
| 97. | Move to the last preview page when zoomed out | CTRL + END |
| 98. | Office Assistant Shortcut keys | F1 |
| 99. | Font Style | ctrl + shift + F |
| 100. | Font Size | ctrl + Shift + P |