

A TO Z SHORTCUT KEYS IN COMPUTER

PRACTICAL

Ctrl + A	=	All Select
Ctrl + B	=	Bold
Ctrl + C	=	Copy
Ctrl + D	=	Default Font Set
Ctrl + E	=	Center
Ctrl + F	=	Find
Ctrl + G	=	To Go
Ctrl + H	=	Replace
Ctrl + I	=	Italic
Ctrl + J	=	Justify
Ctrl + K	=	Hyperlink
Ctrl + L	=	Align Text Left
Ctrl + M	=	Paragraph Indent

Ctrl + N	=	New Document
Ctrl + O	=	Open Document
Ctrl + P	=	Print
Ctrl + Q	=	Clear Indent
Ctrl + R	=	Align Text Right
Ctrl + S	=	Save
Ctrl + T	=	Hanging Indent
Ctrl + U	=	Underline
Ctrl + V	=	Paste
Ctrl + W	=	Close
Ctrl + X	=	Cut
Ctrl + Y	=	Undo
Ctrl + Z	=	Redo