



# SHAKTI COMPUTER EDUCATION

MS WORD SHORTCUT KEY	
Select all contents of the page.	<b>CTRL + A</b>
Bold highlighted selection.	<b>CTRL + B</b>
Copy selected text	<b>CTRL + C</b>
Cut selected text	<b>CTRL + X</b>
Open new/blank document	<b>CTRL + N</b>
Open options.	<b>CTRL + O</b>
Open the print window.	<b>CTRL + P</b>
Open find box	<b>CTRL + F</b>
Italicise highlighted selection.	<b>CTRL + I</b>
Insert link	<b>CTRL + K</b>
Underline highlighted selection.	<b>CTRL + U</b>
Paste.	<b>CTRL + V</b>
Redo the last action performed.	<b>CTRL + Y</b>
Undo the last action.	<b>CTRL + Z</b>
Find options.	<b>CTRL + F</b>
Replace options.	<b>CTRL + H</b>
Justify paragraph alignment	<b>CTRL + J</b>
Align selected text or line to the left.	<b>CTRL + L</b>



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## MS WORD SHORTCUT KEY

Align selected paragraph to the left.	<b>CTRL + Q</b>
Align selected text or line to the center.	<b>CTRL + E</b>
Align selected text or line to the right.	<b>CTRL + R</b>
Indent the paragraph	<b>CTRL + M</b>
Hanging indent.	<b>CTRL + T</b>
Font options.	<b>CTRL + D</b>
Change the font.	<b>CTRL + SHIFT + F</b>
Increase selected font +1.	<b>CTRL + SHIFT + &gt;</b>
Increase selected font +1.	<b>CTRL + ]</b>
Decrease selected font -1	<b>CTRL + [</b>
View or hide non-printing characters.	<b>CTRL + SHIFT + *</b>
Move one word to the left	<b>CTRL + LEFT ARROW</b>
Move one word to the right.	<b>CTRL + RIGHT ARROW</b>
Move to the end of the paragraph.	<b>CTRL + DOWN ARROW</b>
Delete the word to the right of the cursor.	<b>CTRL + DEL</b>
Delete the word to the left of the cursor.	<b>CTRL + BACKSPACE</b>
Move the cursor to the end of the document	<b>CTRL + END</b>
Move the cursor to the beginning of the document.	<b>CTRL + HOME</b>





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