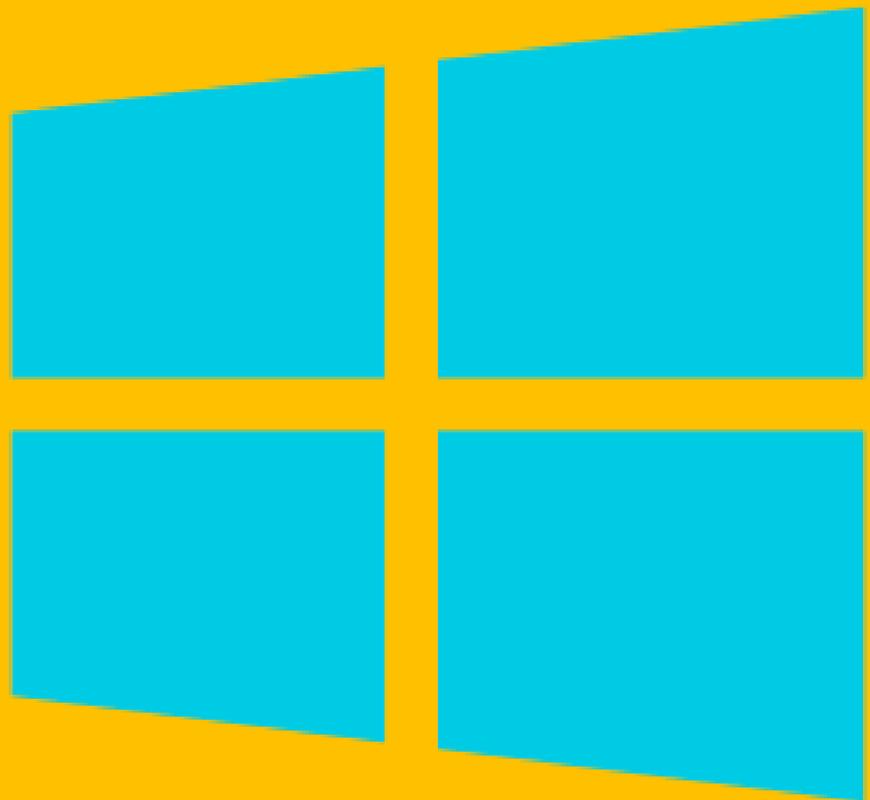


2021

Keyboard Symbol & Shortcut Keys of Microsoft Windows

In this Session Describe the Symbol of Keyboard & MS-Windows Shortcut Keys and Description



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Sikho Sikhao Computer

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Microsoft Windows Shortcut Keys & Description

Win + R	Open Run Dialog Box
Win + E	Open My Computer
Win + D	Go to Desktop
Win + L	Log off
Win + PAUSE BREAK	Minimize
Alt + SPACE + C	Close
Alt + SPACE + M	Move
Alt + SPACE + N	Minimize
Alt + SPACE + R	Restore
Alt + SPACE + S	Size
Alt + SPACE + X	Maximize
Alt + F4	Close
Esc	Cancel
Shift + Delete	Permanent Delete (Delete without moving Recycle Bin)
F2	Rename the selected item, (Folder or Files)
F5	Refresh
Alt + Enter	Display the properties of selected item
Shift + F10	Display the right-click menu for the selected item



Sikho Sikhao Computer

Let's begin to learn computer



MICROSOFT WORD

Keyboard Symbols

+	Plus	“	Double Quote
-	Minus	&	Ampersand
*	Asterisk	#	Hash
/	Slash	\$	Dollar
\	Back Slash	^	Caret
%	Percent	>	Greater than
	Vertical Bar	<	Lesser than
~	Tilde	=	Equal to
?	Question Mark	(Open Parenthesis
!	Exclamation Mark)	Close Parenthesis
,	Comma	[Open Bracket
.	Full Stop]	Close Bracket
;	Semicolon	{	Open Set Bracket
:	Colon	}	Close Set Bracket
'	Apostrophe	_	Underscore