



CUSTOMIZED STUDY MATERIAL

COMPUTER AWARENESS

SHORTCUT KEYS

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Basic Computer Shortcut Keys

Ctrl + A	Selects all text
Ctrl + X	Cuts the selected item
Ctrl + Del	Cut selected item
Ctrl + C	Copy the selected item
Ctrl + Ins	Copy the selected item
Ctrl + V	Paste the selected item
Alt + F	File menu options in the current program.
Alt + E	Edits options in the current program
F1	Universal help (for any sort of program)
Home	Go to the beginning of the current line
Ctrl + Home	Go to the beginning of the document
End	Go to the end of the current line
Ctrl + End	Go to the end of a document
Shift + Home	Highlight from the current position to beginning of the line
Shift + End	Highlight from the current position to end of the line
Ctrl + (Left arrow)	Move one word to the left at a time
Ctrl + (Right arrow)	Move one word to the right at a time



Windows Computer Shortcut Keys

Windows logo key + L	Lock your PC
Alt + Tab	Switch between the open applications on your computer
Alt + Shift + Tab	Switch backward between open applications
Windows logo key + Tab	Task view
Alt + Print Screen	Create screenshot for the current program on your screen
Ctrl + Alt + Del	Reboot or open the Windows task manager
Ctrl + Esc	Flash the start menu
Alt + Esc	Switch between applications on the taskbar
F2	Rename the selected icon
F3	Start find from the desktop
F4	Open the drive selection when browsing
F5	Refresh contents
F11	Maximize the window
Alt + F4	Close current open program
Ctrl + F4	Close window in the program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program



Shift + F10	Simulate right-click on the selected item
Shift + Del	Delete programs/files permanently
Holding Shift During Boot up	Boot safe mode or bypass system files
Windows logo key + Up Arrow	Maximize the window
Windows logo key + X	Shutdown options
Ctrl + Tab	Toggle between tabs (right to left)

Microsoft Word Computer Shortcut Keys

Ctrl + A	Select all contents of the page
Ctrl + B	Bold the highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open a new or blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box to search text within the document
Ctrl + I	Italicise the highlighted selection



Ctrl + K	Insert a link
Ctrl + U	Underline the highlighted selection
Ctrl + V	Paste the copied data
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo the last action
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the centre
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font +1
Ctrl +]	Increase selected font +1



Ctrl + [Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + (Left arrow)	Move one word to the left
Ctrl + (Right arrow)	Move one word to the right
Ctrl + (Up arrow)	Move to the beginning of the line or paragraph
Ctrl + (Down arrow)	Move to the end of the paragraph
Ctrl + Del	Delete the word to the right of the cursor
Ctrl + Backspace	Delete the word to the left of the cursor
Ctrl + End	Move cursor to end of the document
Ctrl + Home	Move the cursor to the beginning of the document
Ctrl + Space	Reset highlighted text to the default font
Ctrl + 1	Add single-space lines
Ctrl + 2	Add double-space lines
Ctrl + 5	Add a 1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
F1	Open the help function



Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat the last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document

Microsoft Excel Computer Shortcut Keys

F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create a chart



Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert a new worksheet
Shift + F3	Open the Excel formula window
Shift + F5	Bring up the search box
Ctrl + A	Select all contents of a worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection



Ctrl + N	Create a new workbook
Ctrl + P	Open a print dialog box
Ctrl + S	Save the changes
Ctrl + Z	Undo the last action
Ctrl + F9	Minimize the current window
Ctrl + F10	Maximize the currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up & Page Down	Move between Excel worksheets in the same document
Ctrl + Tab	Move between two or more open Excel files
Alt + =	Create the formula to sum all of the above cells
Ctrl +	Insert the value of the above cell into the current cell
Ctrl + Shift + !	To format number in comma format
Ctrl + Shift + \$	To format number in currency format
Ctrl + Shift + #	To format number in date format
Ctrl + Shift + %	To format number in percentage format
Ctrl + Shift + ^	To format number in scientific format
Ctrl + Shift + @	To format number in time format
Ctrl + (Right arrow)	Move to the next section of text



Ctrl + Space	Select an entire column
Shift + Space	Select an entire row
Ctrl + W	Close the document

Google Chrome Computer Shortcut Keys

Ctrl + Shift + N	To enter Incognito mode
Ctrl + Shift + T	Open the last closed tab
Ctrl + W	Close the active tab
Ctrl + PgDn	Jump to next open tab
Ctrl + PgUp	Jump to previous open tab
Ctrl + 1 through Ctrl + 8	Jump to a specific tab.
Ctrl + 9	Jump to the rightmost tab.
Alt + Home	Open your homepage in the current tab.
Alt + Space then N	Minimize the current window.
Alt + F then X	Quit Google Chrome
Alt + F or Alt + E	Display the Chrome menu
Ctrl + Shift + B	Display or hide the bookmarks bar



Ctrl + Shift + O	Load the bookmarks manager
Ctrl + J	Open the Downloads page in a new tab
Shift + Esc	Open the Chrome Task Manager
Ctrl + Shift + Delete	Open the clear browsing data options
F5 or Ctrl + R	Refresh the current page
Ctrl + D	Bookmark a page

Tally ERP 9 Computer Shortcut Keys

ALT + 2	To duplicate a voucher
ALT + A	To add a voucher
ALT + C	To create a master at a voucher screen
ALT + D	To delete a voucher
ALT + E	To export the report in ASCII, Excel, HTML OR XML format
ALT + I	To insert a voucher
ALT + G	To select the language configuration
ALT + K	To select the keyboard configuration
ALT + O	To upload the report at your website



ALT + G	To select a language for TALLY.ERP 9 Interface
ALT + M	To Email the report
ALT + N	To view the report in automatic columns
ALT + P	To print the report
ALT + R	To repeat the narration in different voucher type
ALT + S	To bring back a line you have removed using ALT + R
ALT + U	To retrieve the last line which is deleted using Alt + R
ALT + V	From Invoice screen to bring Stock Journal screen
ALT + X	To cancel a voucher in Day Book/List of Vouchers
ALT + R	To repeat the narration in different voucher type
Alt + Enter	To view the Voucher display
CTRL + A	To accept a form
CTRL + B	To select the Budget
CTRL + ALT + B	To check the Company Statutory details
CTRL + C	To select the Cost Centre
CTRL + E	To select the Currencies
CTRL + G	To select the Group
CTRL + H	To view the Support Centre



CTRL + I	To select the Stock Items
Ctrl + Alt + I	To import statutory masters
CTRL + K	To log in as a Remote Tally.NET User
CTRL + L	To select the Ledger
CTRL + O	To select the Godowns
CTRL + Q	To abandon a form
CTRL + R	To repeat narration in the same voucher type
CTRL + S	Allows you to alter Stock Item master
CTRL + U	To select the Units
CTRL + V	To select the Voucher Types



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