

## All shortcut keys of the computer With the CTRL key

<b>Key combination</b>	<b>What do the keys do?</b>
Ctrl+A	Selects all text
Ctrl+B	Key to be used for making the text bold
Ctrl+C	The shortcut keys allow to you copy the selected text or file
Ctrl+D	The key enables you to Bookmark the current page in most Internet browsers.
Ctrl+End	Move to the end of the document
Ctrl+Esc	Open the Start menu in windows 10 or 11
Ctrl+F	opens the find window
Ctrl+Home	Takes you to the beginning of the document
Ctrl+I	change the text to italic
Ctrl+Ins	Copies selected item
Ctrl+K	Inserts hyperlink for the selected text
Ctrl+N	Pressing Control + N can create a new or blank document, or open a new tab in various Internet browsers.
Ctrl+O	locates to Open a file
Ctrl+P	option to Print the current page or document
Ctrl+S	Save the current document file
Ctrl+Shift+Esc	Opens your Windows Task Manager
Ctrl+U	underline the selected text
Ctrl+V	Paste the file or text
Ctrl+X	Cut selected item
Ctrl+Y	The shortcut key Redo the last action
Ctrl+Z	This is to Undo the last action

## Other Shortcut keys of the computer

<b>Key combination</b>	<b>What do the keys do?</b>
Alt+E	System Opens the Edit options in the current open program.
Alt+Enter	Alt + Enter opens the properties for the selected item (file, folder, shortcut, etc.)
Alt+F	Opens File menu options for selection in most of the programs
Alt+F4	Closes the currently active program
Alt+Tab	Enables switching between multiple open programs.
End	Reach the end of the current line

F1	You can view help information
F2	You can rename a selected file. You can also use the right on the file to rename it
F5	Reloads the open program
Home	Pressing the key takes you to the beginning of the current line
Shift+Del	Cut selected item
Shift+Ins	Paste the copied text
Windows key+Down arrow	To Minimize the active program window
Windows key+L	Allows to lock the computer and needs to enter the password to wake again
Windows key+Up arrow	To Maximize the active program window.
Windows key+X	Provides access to the Power User Tasks Menu in Windows 8 and Windows 10

## MS word shortcut keys

Key Combination	What do the Keys do?
Ctrl + B	Bold the highlighted selection
Ctrl + C	Copies of the selected text
Ctrl + X	Cut the selected text
Ctrl + N	Open a new/blank document
Ctrl + O	Opens the options in the word
Ctrl + P	Opens the print window
Ctrl + F	The key Opens the find box
Ctrl + I	Make the text Italic
Ctrl + K	Insert link
Ctrl + U	Underline the selected text
Ctrl + V	Paste the copied text
Ctrl + G	Brings the find and replace option window
Ctrl + H	Brings find-and-replace options
Ctrl + J	you can Justify paragraph alignment
Ctrl + L	To Align selected text or line to the left
Ctrl + Q	To Align the selected paragraph to the left
Ctrl + E	The key is used to align selected text or lines to the center
Ctrl + R	Control + R key to aligning selected text or line to the right
Ctrl + M	CTRL + M to Indent the paragraph

Ctrl + T

Use Ctrl + T key to Hang the indent

Ctrl + D

Gives you font options