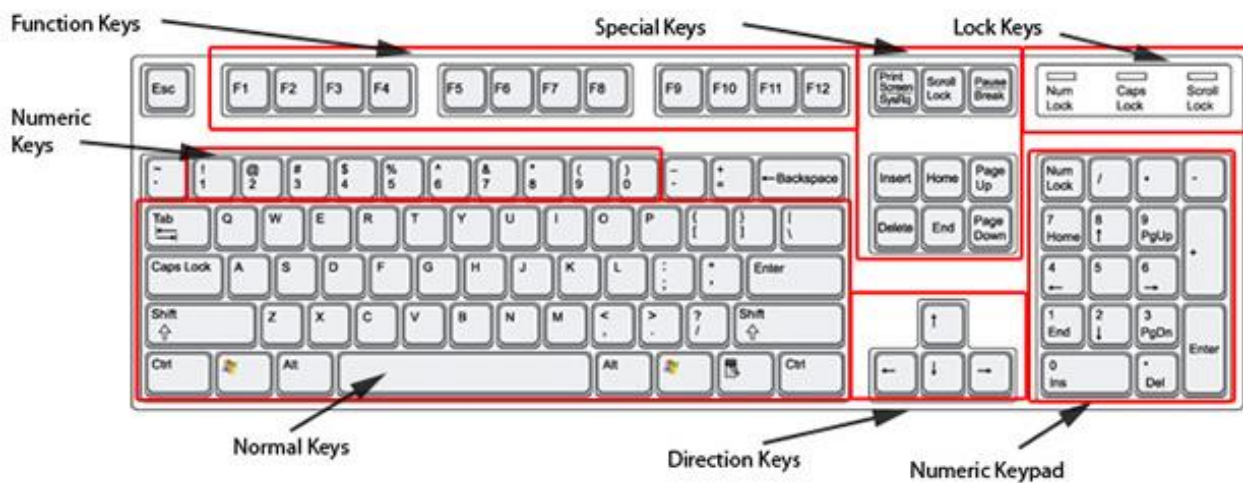# GOVERNMENT DEGREE COLLEGE,GARLA,MAHABUBABAD

COMPUTER APPLICATIONS

BEST PACTICE-2021-22

CTRL + A to Z
Mostly used Shortcut Keys

Ctrl + A = Select All
Ctrl + B = Bold
Ctrl + C = Copy
Ctrl + D = Duplicate
Ctrl + E = Allign Center Side
Ctrl + F = Find
Ctrl + G = Group & Go to
Ctrl + H = Replace
Ctrl + I = Italic
Ctrl + J = Justify
Ctrl + K = hyperlink
Ctrl + L = Allign Left Side

Ctrl + M = New Slide
Ctrl + N = New Page
Ctrl + O = Open
Ctrl + P = Print
Ctrl + Q = Quite
Ctrl + R = Allign Right Side
Ctrl + S = Save
Ctrl + T = New Tab
Ctrl + U = Underline
Ctrl + V = Paste
Ctrl + W = Close the Window
Ctrl + X = Cut
Ctrl + Y = Redo
Ctrl + Z = Undo

Y   X
Strg   X

ARJUN Pinpoint