MKR GOVT. DEGREE COLLEGE

(Accredited with B++ Grade by NAAC, ISO 9001-2015)

Affiliated to Mahatma Gandhi University

DEVARAKONDA, NALGONDA, TELANGANA

A REPORT

ON

Best Practice

ORGANIZED

BY

DEPARTMENT OF COMPUTER SCIENCE

2022-2023

MKR GOVT. DEGREE COLLEGE

(Accredited with B++ Grade by NAAC, ISO 9001-2015)

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S.No	Best Practice	Year
1	Short Cut Keys	2022-23

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TITLE:

Computer Shortcut Keys in MS Office, Browser and Windows

Computer Shortcut Keys: Explore handy shortcut keys for using MS Office and Windows. Learn easy ways to get around and do tasks quickly in Microsoft Office and Windows

Computer Shortcut Keys: In the fast-paced world of computers, being efficient and productive is crucial. One powerful tool to navigate our digital world with ease is using shortcut keys. These keyboard commands are quick ways to perform tasks, simplify processes, and make our overall computer experience better.

As technology advances, shortcut keys have become more essential. They are valuable for both beginners looking to improve their workflow and experienced professionals trying to speed up complex operations.

Nowadays, **more than 90% of people use computers,** so it's beneficial to learn the complete list of computer keyboard shortcut keys. They help us perform functions quickly while using any computer application.

Microsoft Windows and MS Office programs like **MS Word, MS Excel, and PowerPoint.** regularly work with computer software or want to learn basic keyboard shortcuts, this information is essential to computer users.

OBJECTIVE

A short way to complete the work on time. It can save the time and effort of switching from the keyboard to the mouse to execute simple commands. It is made up of the combination of two or more keys. It is used to perform various functions in an operating system. Department of computer science target is to learn in ms word 140,Excel 240,power point is 50,All browser 50 short cut keys.

Computer Shortcut Keys A-Z Basic

Shortcut Key	Function/Action	Common Use
Ctrl + A	Select All	Selects all text or items in a document
Ctrl + B	Bold	Makes selected text bold
Ctrl + C	Copy	Copies selected text or item
Ctrl + D	Duplicate	Creates a duplicate of the selected item
Ctrl + E	Edit	Opens the editing options
Ctrl + F	Find	Searches for a specific word or phrase
Ctrl + G	Go to	Navigates to a specific location
Ctrl + H	Replace	Replaces one set of characters with another
Ctrl + I	Italicize	Makes selected text italic
Ctrl + J	Justify	Aligns text to both the left and right
Ctrl + K	Insert Hyperlink	Adds a hyperlink to selected text
Ctrl + L	Align Left	Aligns text to the left

Shortcut Key	Function/Action	Common Use
Ctrl + M	Minimize	Minimizes the active window
Ctrl + N	New	Creates a new document or file
Ctrl + O	Open	Opens an existing document or file
Ctrl + P	Print	Prints the active document
Ctrl + Q	Quit	Closes the active application
Ctrl + R	Refresh	Reloads or updates the current page
Ctrl + S	Save	Saves the active document or file
Ctrl + T	Cut	Removes and copies selected text or item
Ctrl + U	Underline	Underlines selected text
Ctrl + V	Paste	Pastes copied or cut text
Ctrl + W	Close	Closes the active window or application
Ctrl + X	Cut	Removes and copies selected text or item
Ctrl + Y	Redo	Redoes the last undone action

Shortcut Key	Function/Action	Common Use
Ctrl + Z	Undo	Undoes the last action

These shortcut keys are commonly used to perform tasks quickly and efficiently while working on a computer.

Computer Shortcut Keys MS Office Shortcut

Microsoft Office is a comprehensive suite of productivity software applications that has become an integral part of both personal and professional computing. Developed by Microsoft, this suite includes essential tools such as Word, Excel, PowerPoint, Outlook, and more.

Each application within Microsoft Office is designed to fulfill

Specific tasks, ranging from word processing and spreadsheet management to creating visually compelling presentations and managing emails.

Having a complete knowledge of Shortcut keys in MS Office makes the use of Microsoft Office more efficient. Let us have a look at the general shortcut keys of MS Office:

MS Office Shortcut Keys

Shortcut Key	Function
Ctrl + N	New document
Ctrl + O	Open document
Ctrl + S	Save document
Ctrl + p	Print document

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + P	Open print dialog
Ctrl + F2	Print preview

Computer Shortcut Keys MS Word

Shortcut Key	Function
Ctrl + F3	Cut to the Spike
Ctrl + F4	Close the active document

Ctrl + F5	Restore the document window size
Ctrl + F6	Switch between open documents
Ctrl + F7	Activate the Spelling and Grammar check
Ctrl + F8	Extend a selection
Ctrl + F9	Insert an empty field
Ctrl + F10	Maximize the document window
Ctrl + F11	Lock a field
Ctrl + F12	Open the "Save As" dialog box

Computer Shortcut Keys MS Excel

Now, Let us have a look at the general shortcut keys of MS Excel:

Shortcut Key	Function
Ctrl + Arrow keys	Move to the edge of data region
Ctrl + Space	Select entire column
Ctrl + Shift + "+"	Select entire row
Ctrl + "-"	Insert new worksheet
Ctrl + Shift + "$"	Delete the selected cells
Ctrl + Shift + "%"	Apply currency format

Ctrl + Shift + "#"	Apply percentage format
Ctrl + E,S,V	Apply date format
Ctrl + D	Paste special
Ctrl + R	Fill right

Computer Shortcut Keys PowerPoint

Shortcut Key	Function
Ctrl + Enter	Insert a new slide
Ctrl + M	Insert a new slide in slide sorter view
F5	Start the presentation
Ctrl + F5	Start the presentation from the current slide
Alt + Shift + Left Arrow	Promote a paragraph
Alt + Shift + Right Arrow	Demote a paragraph
Ctrl + Shift + "+"	Insert a new slide
Ctrl + D	Duplicate the selected slide
Ctrl + E	Center align text

Computer Shortcut Keys other than MS Office

Here are some commonly used shortcut keys outside of Microsoft Office applications:

General Windows Shortcut Keys

Here are some of the most commonly used Shortcut keys in Windows:

Ctrl + C: Copy

Ctrl + X: Cut

Ctrl + V: Paste

Ctrl + Z: Undo

Ctrl + Y: Redo

Ctrl + A: Select All

Ctrl + F: Find

Ctrl + S: Save

Ctrl + P: Print

Alt + F4: Close the active window

F2: Rename a selected item

F5: Refresh the current window or webpage

File Explorer Shortcut Keys

Win + E: Open File Explorer

Alt + Enter: Open the Properties of a selected item

Ctrl + Shift + N: Create a new folder

Web Browsing Shortcut Keys (in most browsers)

Ctrl + T: Open a new tab

Ctrl + W: Close the current tab

Ctrl + Shift + T: Reopen the last closed tab

Ctrl + Tab: Switch between tabs

Ctrl + N: Open a new browser window

Ctrl + D: Bookmark the current page

System Shortcut Keys

Ctrl + Alt + Del: Open the Task Manager

Win + L: Lock your computer

Win + R: Open the Run dialog box

Alt + Tab: Switch between open applications

Multimedia Shortcut Keys

Spacebar: Play or pause a video or music file

Ctrl + Arrow keys: Jump between words in a text document

Ctrl + Shift + Esc: Open Task Manager directly

Dialog Box Shortcut Keys

Here are some of the most commonly used Shortcut keys in Dialog Box:

Tab: Move to the next control in the dialog box

Shift + Tab: Move to the previous control in the dialog box

Enter: Activate the selected button or option

Screen Capture Shortcut Keys

Here are some of the most commonly used Shortcut keys for Screen Capture:

Print Screen: Capture the entire screen

Alt + Print Screen: Capture the active window

Snipping Tool or Snip & Sketch: Windows tools for capturing and annotating screenshots

S.No	Name	Group	Time in	Time out	Sign
1.	J. Jagadeesh	B.com CA II	11.00		Sign
2.	MD. Masum baba	B.com CA II	11.00		Jag
3.	MD. Junaid Khan	B.com CA II	11.00		Mffuj
4.	Ch. Gamanelu	B.com CA II	11:00		JK
5)	J. Kalyan Raj	B.com II	11:00		Clanz
6)	P. Chanti	B.com II	11:00		Rodup
7)	N. Praveen kumar	B.com II	11:00		Chanti
8)	Y. Sunitha	B.com II	11:30		Praz
9)	K. Kavya	B.com II	11:30		Sunitha
10]	S. Maheshwari	B.Com II	11:30		Kavya
11]	N. Mounika	B.com II	11:35		Maheshwari
12)	A. Soumya	B.com III	11:00		
13)	P. Vamshi	B.com 3rd	11:00		Soumya
14.	V. Mahesh	B.com 3rd	11:00		V. mahesh
15	K. Anil	B.com 3rd	11:00		Anil
16.	P. Sravan	B.com 3rd	11:00		Sravan
17.	J. Bhagya	B.com 3rd	11:00		Bhagya
18.	M. Anusha	B.com 3rd	11:00		Anusha
19.	K. Sirisha	B.com 3rd	11:00		Sirisha.
20.	K. Kavitha	B.com 3rd	11:00		Kavitha.
21	S. Bhumika.	B.com 3rd	11:00		Bhumika.
22.	Y. Anitha	B.com 3rd	11:00		Anitha.
23.	J. Swamy	B.com III	11:00		
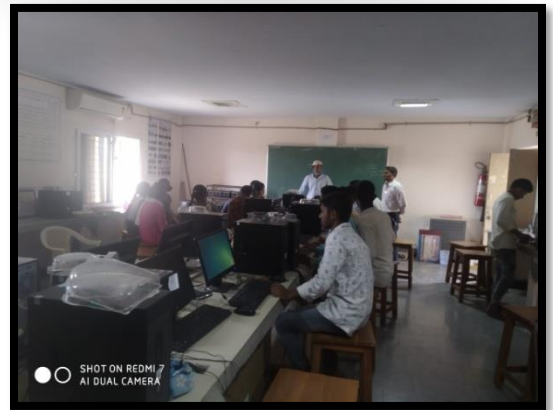
Outcomes

- Students are showing too interest to learning and practicing in short cut keys of keyboard.
- It saves a lot time.
- A lot of members are registered in this best practice program.

Problems Encountered

- To remember short key for which one is works for which action forms it.
- By practice they over come slowly

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