

GOVERNMENT DEGREE COLLEGE,GARLA,MAHABUBABAD

COMPUTER APPLICATIONS

BEST PACTICE-2020-21



Healthy Society



Ctrl+O - Open

Ctrl+P - Print

Ctrl+R - Fill Right

Ctrl+S - Save

Ctrl+U - Underline

Ctrl+V - Paste

Ctrl+W - Close

Ctrl+X - Cut

Ctrl+Y - Repeat

Ctrl+Z - Undo

Ctrl+N - New Workbook

