

# World Education Mission Services

H/O: Ghaziabad Delhi, Corporate Office: SSPITM, Jaunpur

## Basic Shortcut Keys

|              |   |                                                      |
|--------------|---|------------------------------------------------------|
| Alt + F      | - | File menu options in current program.                |
| Alt + E      | - | Edit options in current program.                     |
| F1           | - | Universal Help (for all programs).                   |
| Ctrl + A     | - | Select all text                                      |
| Ctrl + X     | - | Cut selected item                                    |
| Shift + Del  | - | Cut selected item                                    |
| Ctrl + C     | - | Copy selected item                                   |
| Ctrl + Ins   | - | Copy selected item                                   |
| Ctrl + V     | - | Paste cut or copy matter                             |
| Shift + Ins  | - | Paste cut or copy matter                             |
| Home         | - | Go to beginning of current line                      |
| Ctrl + Home  | - | Go to beginning of document                          |
| End          | - | Go to end of current line                            |
| Ctrl + End   | - | Go to end of document                                |
| Shift + Home | - | Highlight from current position to beginning of line |
| Shift + End  | - | Highlight from current position to end of line       |
| Ctrl + ←     | - | Move one word to the left at a time                  |
| Ctrl + →     | - | Move one word to the right at a time                 |

## Microsoft Windows Shortcut Keys

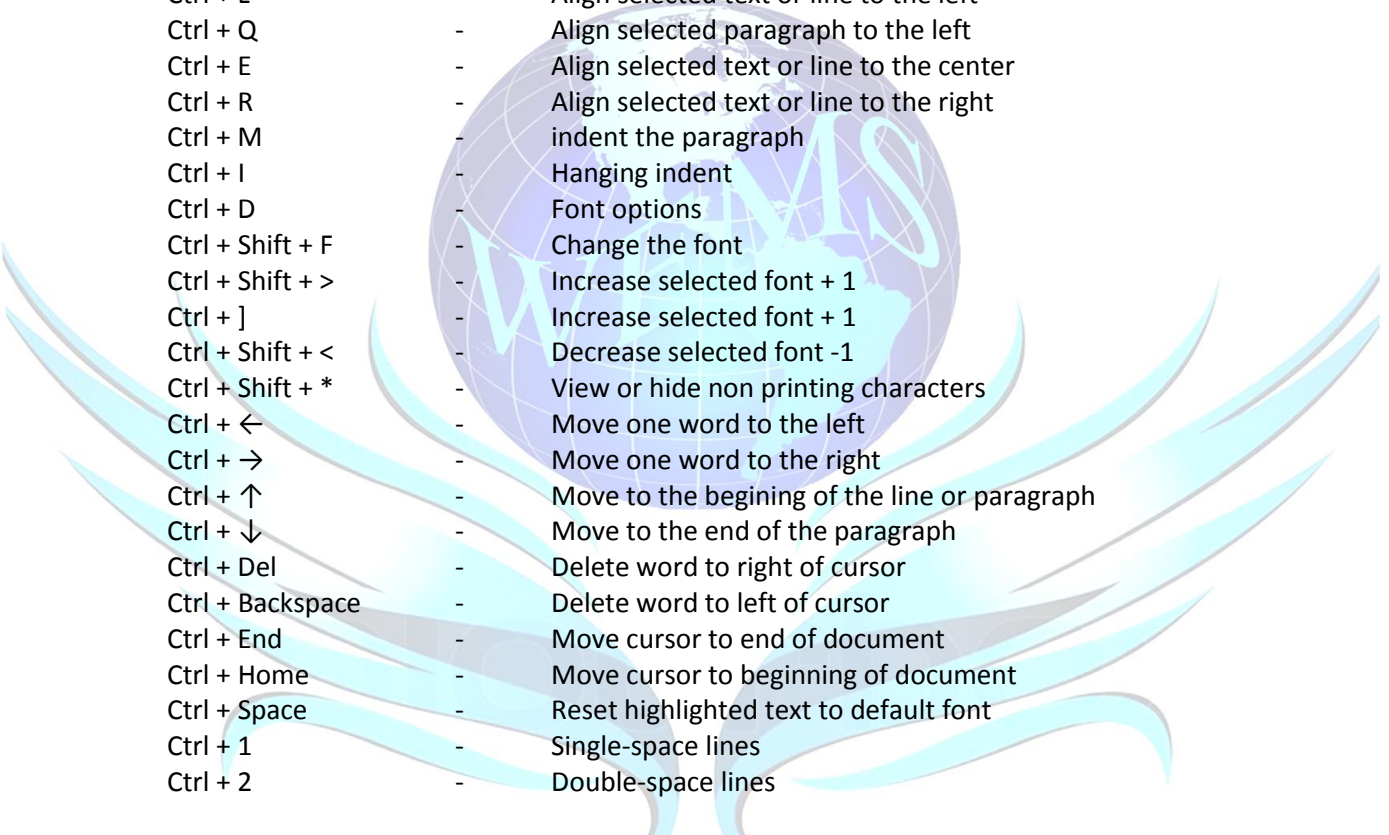
|                    |   |                                                                     |
|--------------------|---|---------------------------------------------------------------------|
| Alt + Tab          | - | Switch between open applications                                    |
| Alt + Shift + Tab  | - | Switch backwards between open applications                          |
| Alt + Print Screen | - | Create screen shot for current program                              |
| Ctrl + Alt + Del   | - | Reboot / Windows task manager                                       |
| Ctrl + Esc         | - | Bring up start menu                                                 |
| Alt + Esc          | - | Switch between applications on taskbar                              |
| F2                 | - | Rename selected icon                                                |
| F3                 | - | Start find from desktop                                             |
| F4                 | - | Open the drive selection when browsing                              |
| F5                 | - | Refresh contents                                                    |
| Alt + F4           | - | Close current open program                                          |
| Ctrl + F4          | - | Close window in 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 selected item                               |
| Shift + Del        | - | Delete programs/ files permanently Holding Shift During Bootup Boot |
| safe mode or       |   | bypass system files Holding Shift During Bootup When putting in an  |
| audio CD, will     |   | prevent CD Player from playing                                      |

## Word Shortcut Keys

|          |   |                                 |
|----------|---|---------------------------------|
| Ctrl + A | - | Select all contents of the page |
| Ctrl + B | - | Bold highleted selection        |
| Ctrl + C | - | Copy selected text              |
| Ctrl + X | - | Cut selected text               |
| Ctrl + N | - | Open new / blank document       |
| Ctrl + O | - | Open options                    |

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|                  |   |                                                |
|------------------|---|------------------------------------------------|
| Ctrl + P         | - | Open the print window                          |
| Ctrl + F         | - | Open find box                                  |
| Ctrl + I         | - | Italicize highlighted selection                |
| Ctrl + K         | - | Insert link                                    |
| Ctrl + U         | - | Underline highlighted selection                |
| Ctrl + Y         | - | Redo the last action performed                 |
| Ctrl + Z         | - | Undo 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 center      |
| Ctrl + R         | - | Align selected text or line to the right       |
| Ctrl + M         | - | indent the paragraph                           |
| Ctrl + I         | - | Hanging indent                                 |
| Ctrl + D         | - | Font options                                   |
| Ctrl + Shift + F | - | Change the font                                |
| Ctrl + Shift + > | - | Increase selected font + 1                     |
| Ctrl + ]         | - | Increase selected font + 1                     |
| Ctrl + Shift + < | - | Decrease selected font -1                      |
| Ctrl + Shift + * | - | View or hide non printing characters           |
| Ctrl + ←         | - | Move one word to the left                      |
| Ctrl + →         | - | Move one word to the right                     |
| Ctrl + ↑         | - | Move to the beginning of the line or paragraph |
| Ctrl + ↓         | - | Move to the end of the paragraph               |
| Ctrl + Del       | - | Delete word to right of cursor                 |
| Ctrl + Backspace | - | Delete word to left of cursor                  |
| Ctrl + End       | - | Move cursor to end of document                 |
| Ctrl + Home      | - | Move cursor to beginning of document           |
| Ctrl + Space     | - | Reset highlighted text to default font         |
| Ctrl + 1         | - | Single-space lines                             |
| Ctrl + 2         | - | Double-space lines                             |

## Word Shortcut Keys

|                |   |                                            |
|----------------|---|--------------------------------------------|
| Ctrl + 5       | - | 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 help                                  |
| Shift + F3     | - | Change case of selected text               |
| Shift + Insert | - | Paste                                      |
| F4             | - | Repeat last action performed (Word 2000+)  |
| F7             | - | Spell check selected text and /or document |
| Shift + F7     | - | Activate the thesaurus                     |
| F12            | - | Save as                                    |
| Ctrl + S       | - | Save                                       |

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|                 |   |                         |
|-----------------|---|-------------------------|
| Shift + F12     | - | Save                    |
| Alt + Shift + D | - | Insert the current date |
| Alt + Shift + T | - | Insert the current time |
| Ctrl + W        | - | Close document          |

## Excel Shortcut keys

|                            |   |                                                    |
|----------------------------|---|----------------------------------------------------|
| F2                         | - | Edit the selected cell                             |
| F5                         | - | Go to a specific cell                              |
| F7                         | - | Spell check selected text and/or document          |
| F11                        | - | Create chart                                       |
| Ctrl + Shift + ;           | - | Enter the current time                             |
| Ctrl + ;                   | - | Enter the current date                             |
| Alt + Shift + F1           | - | Insert new worksheet                               |
| Shift + F3                 | - | Open the Excel formula window                      |
| Shift + F5                 | - | Bring up search box                                |
| Ctrl + A                   | - | Select all contents of worksheet                   |
| Ctrl + B                   | - | Bold highlighted selection                         |
| Ctrl + I                   | - | Italicize highlighted selection                    |
| Ctrl + C                   | - | Copy selected text                                 |
| Ctrl + D                   | - | Fill                                               |
| Ctrl + 5                   | - | Strikethrough highlighted selection                |
| Ctrl + N                   | - | Open new document                                  |
| Ctrl + P                   | - | Open print dialog box                              |
| Ctrl + S                   | - | Save                                               |
| Ctrl + Z                   | - | Undo last action                                   |
| Ctrl + F9                  | - | Minimize current window                            |
| Ctrl + F10                 | - | Maximize 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 formula to sum all of above cells           |
| Ctrl + '                   | - | Insert value of above cell into current cell       |
| Ctrl + Shift + !           | - | Format number in comma format                      |
| Ctrl + Shift + \$          | - | Format number in currency format                   |
| Ctrl + Shift + #           | - | Format number in date format                       |
| Ctrl + Shift + %           | - | Format number in percentage format                 |
| Ctrl + Shift + ^           | - | Format number in scientific format                 |
| Ctrl + Shift + @           | - | Format number in time format                       |
| Ctrl + →                   | - | Move to next section of text                       |
| Ctrl + Space               | - | Select entire column                               |
| Shift + Space              | - | Select entire row                                  |
| Ctrl + W                   | - | Close document                                     |

## Win key Shortcuts

|                           |   |                                           |
|---------------------------|---|-------------------------------------------|
| WINKEY + D                | - | Bring desktop to the top of other windows |
| WINKEY + M                | - | Minimize all windows                      |
| WINKEY + Shift + M        | - | Undo the minimize done by                 |
| WINKEY + M and WINKEY + D |   |                                           |

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|                        |   |                                          |
|------------------------|---|------------------------------------------|
| WINKEY + E             | - | Open Microsoft Explorer                  |
| WINKEY + Tab           | - | Cycle through open programs on taskbar   |
| WINKEY + F             | - | Display the Windows Search/ Find feature |
| WINKEY + Ctrl + F      | - | Display the search for computers window  |
| WINKEY + F1            | - | Display the Microsoft Windows help       |
| WINKEY + R             | - | Open the run window                      |
| WINKEY + Pause / Break | - | Open the system properties window        |
| WINKEY + U             | - | Open utility manager                     |
| WINKEY + L             | - | Lock the computer (Windows XP & later)   |



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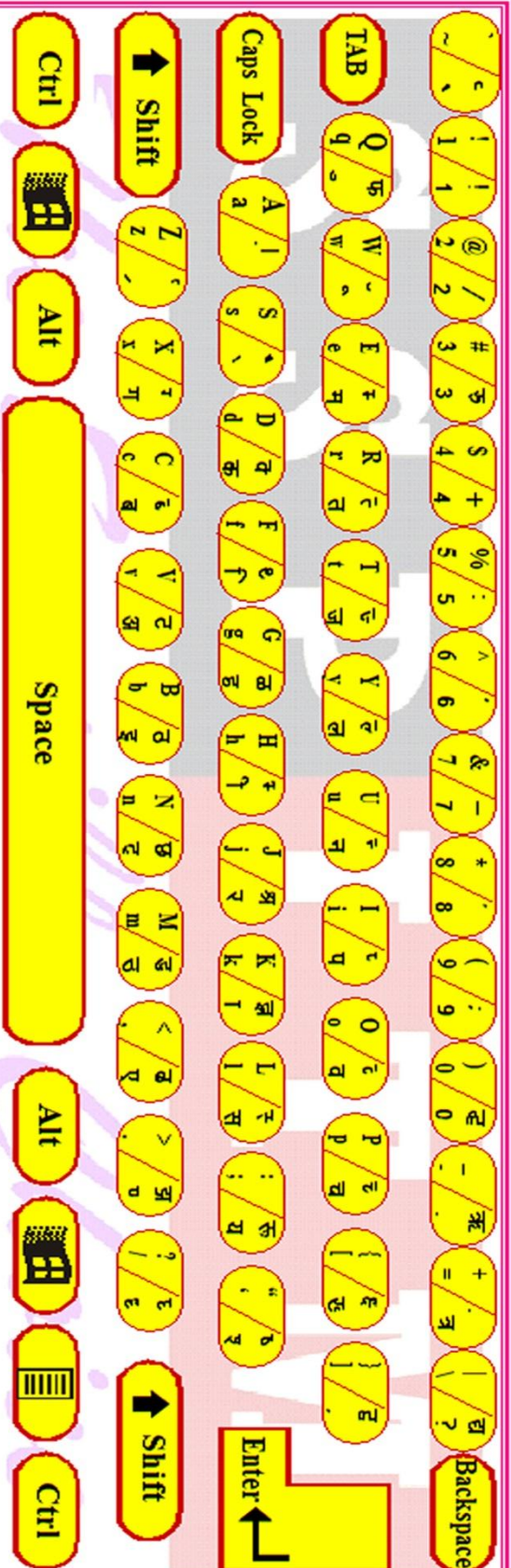
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|              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Alt+0147 = ₹ | Alt+0150 = ₹ | Alt+0151 = ₹ | Alt+0153 = ₹ | Alt+0159 = ₹ | Alt+0161 = ° | Alt+0163 = ° | Alt+0165 = ° |
| Alt+0170 = ₹ | Alt+0179 = ₹ | Alt+0182 = ₹ | Alt+0184 = ₹ | Alt+0186 = ₹ | Alt+0187 = ÷ | Alt+0188 = ( | Alt+0189 = ) |
| Alt+0190 = = | Alt+0191 = { | Alt+0192 = } | Alt+0193 = ₹ | Alt+0195 = ₹ | Alt+0197 = ₹ | Alt+0198 = ₹ | Alt+0199 = ₹ |
| Alt+0200 = ₹ | Alt+0201 = ₹ | Alt+0202 = ₹ | Alt+0204 = ₹ | Alt+0205 = ₹ | Alt+0206 = ₹ | Alt+0207 = ₹ | Alt+0199 = ₹ |
| Alt+0212 = ₹ | Alt+0214 = ₹ | Alt+0216 = ₹ | Alt+0219 = • | Alt+0220 = ₹ | Alt+0221 = ₹ | Alt+0222 = ° | Alt+0223 = ° |
| Alt+0224 = ₹ | Alt+0225 = ₹ | Alt+0226 = ₹ | Alt+0227 = ₹ | Alt+0228 = ₹ | Alt+0229 = ° | Alt+0230 = ₹ | Alt+0233 = ₹ |
| Alt+0234 = ₹ | Alt+0235 = ₹ | Alt+0236 = ₹ | Alt+0240 = ₹ | Alt+0244 = ₹ | Alt+0245 = ° | Alt+0246 = ₹ | Alt+0249 = ₹ |
| Alt+0289 = ! | Alt+0291 = ₹ | Alt+0292 = + | Alt+0293 = : | Alt+0296 = : | Alt+0297 = ₹ | Alt+0317 = ₹ | Alt+0320 = / |
| Alt+0321 = ! | Alt+0183 = S | Alt+0351 = ₹ | Alt+0243 = ₹ |              |              |              |              |