Qisqa tugmachalar

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| № | **Tugma** | Amal(nima qilishi) |
| 1 | **CTRL + A** | Barchasini tanlash.  Bunda obyektlar va matnlar hammasi belgilanadi |
| 2 | **CTRL + C** | Belgilangan matn yoki obyektdan nusxa olish(Copy) |
| 3 | **CTRL + X** | Belgilangan matn yoki obyektdan kesib olish(Cut) |
| 4 | **CTRL + V** | Nusxalangan matn yoki obyektni joylash |
| 5 | **CTRL + Z** | Oxirgi amal(lar)ni bekor qilish. Ortga qaytish(Undo) |
| 6 | **CTRL + Y** | Qayta tiklash. Oldinga o’tish(Redo) |
| 7 | **WIN + D** | Barcha oynalarni yashiradi |
| 8 | **Alt + Tab** | Aktiv oynalarni almashtiradi |
| 9 | **WIN + ko’rsatkichlar** | Oynalar o’lchamini o’zgartiradi, yashiradi |
| 10 | **CTRL + SHIFT + N** | Yangi papka(folder yaratish) |
| 11 | **CTRL + ENTER** | Yangi sahifa(list) yaratish |
| 12 | **CTRL + B** | Matnni qalin qilish |
| 13 | **CTRL + I** | Matnni kursiv(yonbosh) qilish |
| 14 | **CTRL + U** | Matnni tagiga chizish |
| 15 | **CTRL + E** | Matnni markazga tekislash |
| 16 | **CTRL + L** | Matnni chapga tekislash |
| 17 | **CTRL + R** | Matnni o’ngga tekislash |
| 18 | **CTRL + J** | Matnni ikkala chetga tekislash |
| 19 | **CTRL + S yoki SHIFT + F12** | Hujjatni saqlash |
| 20 | **CTRL + O** | Saqlangan hujjatni ochish |
| 21 | **CTRL + F** | Qidirish |
| 22 | **CTRL + H** | Almashtirish |
| 23 | **CTRL + P** | Chop etish(print) |