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| <b>Function Keys :-</b>       |  |
| <b>F1</b>                     | Get Help or visit Office.com.                              |
| <b>F2</b>                     | Move text or graphics.                                     |
| <b>F4</b>                     | Repeat the last action.                                    |
| <b>F5</b>                     | Choose the Go To command (Home tab).                       |
| <b>F6</b>                     | Go to the next pane or frame.                              |
| <b>F7</b>                     | Choose the Spelling command (Review tab).                  |
| <b>F8</b>                     | Extend a selection.  |
| <b>F9</b>                     | Update the selected fields.                                |
| <b>F10</b>                    | Show KeyTips.  |
| <b>F11</b>                    | Go to the next field.                                      |
| <b>F12</b>                    | Choose the Save As command.                                |
| <b>Shift+Function Keys :-</b> |  |
| <b>Shift+F1</b>               | Start context-sensitive Help or reveal formatting.         |
| <b>Shift+F2</b>               | Copy text.   |
| <b>Shift+F3</b>               | Change the case of letters.                                |
| <b>Shift+F4</b>               | Repeat a Find or Go To action.                             |
| <b>Shift+F5</b>               | Move to the last change.                                   |
| <b>Shift+F6</b>               | Go to the previous pane or frame (after pressing F6).      |
| <b>Shift+F7</b>               | Choose the Thesaurus command (Review tab, Proofing group). |
| <b>Shift+F8</b>               | Reduce the size of a selection.                            |
| <b>Shift+F9</b>               | Switch between a field code and its result.                |
| <b>Shift+F10</b>              | Display a shortcut menu.                                   |
| <b>Shift+F11</b>              | Go to the previous field.                                  |
| <b>Shift+F12</b>              | Choose the Save command.                                   |