

KEYBOARD KEYS AND IT'S USE



Escape Key

Cancel / Close any Dialog Box / Exit Slide Show in PowerPoint

F1

F1 - Function Key

Open help Menu Window / Software

F2

F2 - Function Key

Rename File / Edit Cell Excel, CTRL + F2 - Print Preview

F3

F3 - Function Key

Shift + F3 = Change Case in Microsoft Word / Insert Function in Excel

F4

F4 - Function Key

Alt + F4 – Exit | CTRL + F4 – Close | Shift F4 – Go to Beginning

F5

F5 - Function Key

Refresh | Go To in Excel & Word | Slide in PPT | CTRL + F5 – Restore Window in Excel | Alt + F5 – Restore Window in Word



KEYBOARD KEYS AND IT'S USE

F6	F6 - Function Key	Use to Tab between Open software Options
F7	F7 - Function Key	Spelling & Grammar Check Shift F7 – Thesaurus
F8	F8 - Function Key	Excel – Lock Cell Selection Alt + F8 – Macro Dialog box
F9	F9 - Function Key	Calculate in Excel Ctrl + F9 – Minimize Excel
F10	F10 - Function Key	Shift + F10 – Right click Ctrl + F10 – Restore / Maximize, Inside word and Excel F10 work like ALT key
F11	F11 - Function Key	F11 – Fullscreen
F12	F12 - Function Key	F12 - Save as in Browser – show Code CTRL + F12 - Open

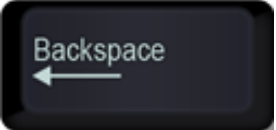
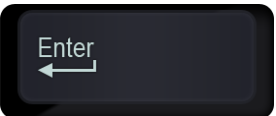







KEYBOARD KEYS AND IT'S USE

Home	Home - Navigation Key	Go to the Home CTRL + Home - Beginning of Page
End	End - Navigation Key	Go To End - CTRL + End- End of Page
Insert	Insert - Navigation Key	Insert Text in Override format Shift + Insert - Paste
Page Up	Page Up - Navigation Key	Scroll Up Use to scrolling Page up
Page Down	Page Down - Navigation Key	Use to Scroll Down Page wise
Delete	Delete - Navigation Key	Delete Content/ File / Folder



KEYBOARD KEYS AND IT'S USE

	Backspace -	Erase Content View the previous folder (Alt + Left Arrow)
	Enter -	Change Paragraph Accept Dialog box CTRL + Enter – Page break
	Spacebar -	Shift + Space – Select Row Ctrl + Space – Select Column
	Print Screen -	Get Screenshot Wind + Print Screen - Save screenshot
	Scroll Lock -	Lock Reference while Scrolling
	Pause Break -	Pause – Running Task Win + Pause – Show System Properties
	Num Lock -	Num lock – Turn off/on – Number key use



KEYBOARD KEYS AND IT'S USE



**Up Arrow - Directional
Key**

Move Up | Shift Combination – to Select Above cells in excel



**Down Arrow - Directional
Key**

Move Down | Shift Combination – to Select Bottom cells in excel



**Right Arrow - Directional
Key**

Move Right | Shift Combination – to Select Right cells in excel, Ctrl + Right Arrow – Set application Window to the Right




**Left Arrow - Directional
Key**

Move Left | Shift Combination – to Select Left cells in excel, Ctrl + Left Arrow – Set application Window to the Left



KEYBOARD KEYS AND IT'S USE

	Tab	Use to Tab the position Alt + Tab Win + Tab – Switch Application
	Caps Lock	Turn Off/On Capital letters while typing
	Shift	Type Capital/Small Case Pressing Shift & Lot's other Combination
	Ctrl	CTRL + A To Z - Combination
	Window	Open + Windows Windows + Other keys Combination
	Alt	Alt + Other keys Combination
	Menu Key	Use to Right Click

KEYBOARD KEYS AND IT'S USE



NUMERIC KEYS

- / Divide Sign
- * Multiplication Sign
- + Plus Sign
- Minus Sign

This signs are used to do the mathematical calculations
in Excel

Num Lock + (*) - Display sub folders

KEYBOARD KEYS AND IT'S USE



Symbol Key

Ctrl + Shift + ~ - Convert into General format (Excel)



! - Symbol Key

Ctrl + Shift + ! – Convert to Number format (Excel)



@ - Symbol Key

Ctrl + Shift + @ – Convert to Time format (Excel)



- Symbol Key

Ctrl + Shift + # – Convert to Date format (Excel)



\$ - Symbol Key

Ctrl + Shift + \$ – Convert to Currency format (Excel)



KEYBOARD KEYS AND IT'S USE



% - Symbol Key

Ctrl + Shift + % – Convert to Percentage format (Excel)



^ - Symbol Key

Ctrl + Shift + ^ – Convert to Scientific format (Excel)



& - Symbol Key

Used to type Ampersand or And Symbol



* - Symbol Key

Used to type Asterisk Symbol



(- Symbol Key

Ctrl + (- Hide Rows (Excel) | Ctrl + Shift + (- Unhide Rows (Excel)

KEYBOARD KEYS AND IT'S USE



) - Symbol Key

Ctrl +) – Hide Columns (Excel)



Symbol Key

Ctrl + (-) - Delete Rows/Column (Excel)



Symbol Key

Ctrl + Shift + (+) – Add Rows/Column (Excel) | Alt + (=) - Auto sum Formula (Excel)



Symbol Key

Ctrl + [- Decrease Font Size (Excel)

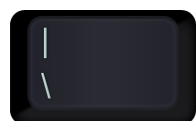


Symbol Key

Ctrl +] – Increase Font Size (Excel)



KEYBOARD KEYS AND IT'S USE



Symbol Key

Used to type Pipe and Backslash Symbol



Symbol Key

Ctrl + Shift + (:) - Insert Current Time (Excel) | Ctrl + (;) - Insert Current Time (Excel)



Symbol Key

Used to type inverted Comma and Colon



Symbol Key

Ctrl + Shift + < - Decrease Font Size



Symbol Key

Ctrl + Shift + > - Increase Font Size



Symbol Key

Used to type the Question mark and Slash Symbol



KEYBOARD KEYS AND IT'S USE

Ctrl	A	Ctrl + A	Select All Content
Ctrl	B	Ctrl + B	Bold Selected Text
Ctrl	C	Ctrl + C	Copy Selected Content
Ctrl	D	Ctrl + D	Duplicate Content
Ctrl	E	Ctrl + E	Flash Fill in Excel Align Center in Word



KEYBOARD KEYS AND IT'S USE

Ctrl	F	Ctrl + F	Find Text
Ctrl	G	Ctrl + G	Go to
Ctrl	H	Ctrl + H	Replace Text
Ctrl	I	Ctrl + I	Italic
Ctrl	J	Ctrl + J	Justify Alignment

KEYBOARD KEYS AND IT'S USE

Ctrl	K	Ctrl + K	Hyperlink
Ctrl	L	Ctrl + L	Left Alignment
Ctrl	M	Ctrl + M	Increase Indent Ctrl + Shift + M – Decrease Indent
Ctrl	N	Ctrl + N	Insert New Document
Ctrl	O	Ctrl + O	Open Document

KEYBOARD KEYS AND IT'S USE

Ctrl	P	Ctrl + P	Print Document
Ctrl	Q	Ctrl + Q	Ctrl + Shift + Q – Convert Symbol Font in Word
Ctrl	R	Ctrl + R	Right Alignment
Ctrl	S	Ctrl + S	Save Document
Ctrl	T	Ctrl + T	Insert Table in Excel

KEYBOARD KEYS AND IT'S USE

Ctrl	U	Ctrl + U	Apply Underline
Ctrl	V	Ctrl + V	Paste Copied Text
Ctrl	W	Ctrl + W	Close
Ctrl	X	Ctrl + X	Cut
Ctrl	Y	Ctrl + Y	Redo - One step forward
Ctrl	Z	Ctrl + Z	Undo – One step backward

