

File Home Insert Page Layout Formulas Data Review View Office Tab LOAD TEST Team Tell me what you want to do... Sign in Share

Cut Copy Format Painter Paste Calibri 26 A A Wrap Text General Conditional Format as Table Styles Insert Delete Format AutoSum Sort & Find & Filter Select Cell Editing

Font Alignment Number Styles Cell

Font Alignment Number Styles Cell

Book1

Marks Sheet

Excel

S. #	Roll #	Student Name	Math	Biology	Chemistry	Physics	Urdu	Islamiyat	Computer	Obtain Marks	Total Marks	Percentage	Grade
1	1	Ayesha	99	87	98	83	98	87	100	652	700	93.14	A1
2	2	Marry	85	85	58	97	75	75	84	559	700	79.86	A
3	3	Irum	85	78	74	68	87	85	87	564	700	80.57	A1
4	4	Shafiq	98	89	85	36	98	86	54	546	700	78.00	A
5	5	Rumasia	65	75	40	55	58	82	35	410	700	58.57	C
6	6	Hina	78	58	89	45	84	81	68	503	700	71.86	A
7	7	Hira	98	45	85	87	75	58	47	495	700	70.71	A
8	8	Saera	65	65	68	85	87	75	58	503	700	71.86	A
9	9	Ali	48	87	54	98	58	78	25	448	700	64.00	B
10	10	Umer	74	85	87	75	74	48	87	530	700	75.71	A
11	11	Taha	85	84	58	84	76	68	85	540	700	77.14	A

Sheet1

A TO Z
SHORTCUTS KEYS IN MS WORDS

- ctrl + A = select all
- ctrl + B = Bold
- ctrl + c = copy
- ctrl + D = Font
- ctrl + E = Align to center
- ctrl + F = find text
- ctrl + G = Go to
- ctrl + H = Replace
- ctrl + I = Italic
- ctrl + J = justify
- ctrl + k = hyperlink
- ctrl + L = Align to left side
- ctrl + M = paragraph indent
- ctrl + N = new page
- ctrl + O = Open file
- ctrl + P = print
- ctrl + Q = clear the open indent paragraph
- ctrl + R = Align to right
- ctrl + S = save
- ctrl + T = Hanging Indent
- ctrl + U = underline
- ctrl + V = Paste
- ctrl + w = close the document
- ctrl + X = cut
- ctrl + Y = redo
- ctrl + Z = Undo