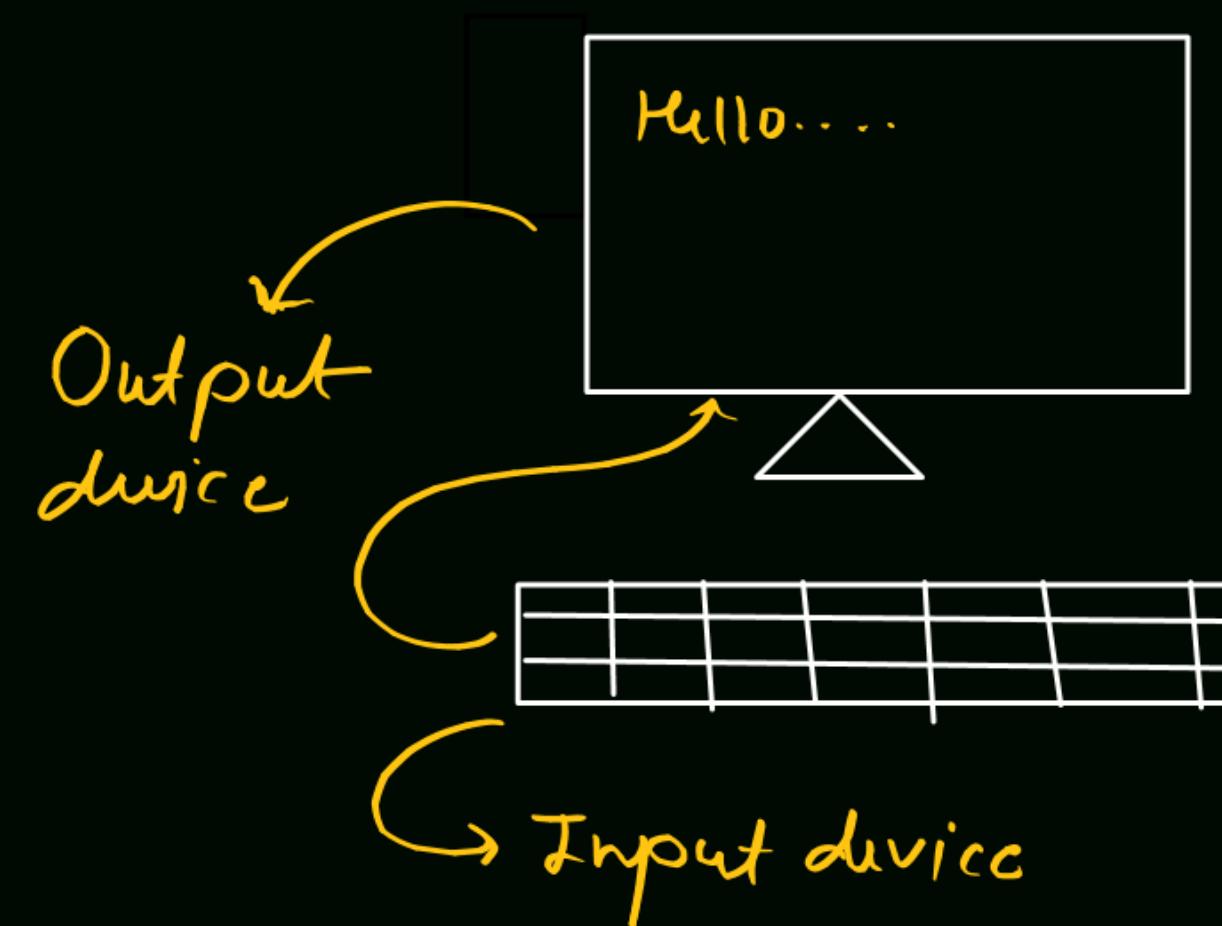


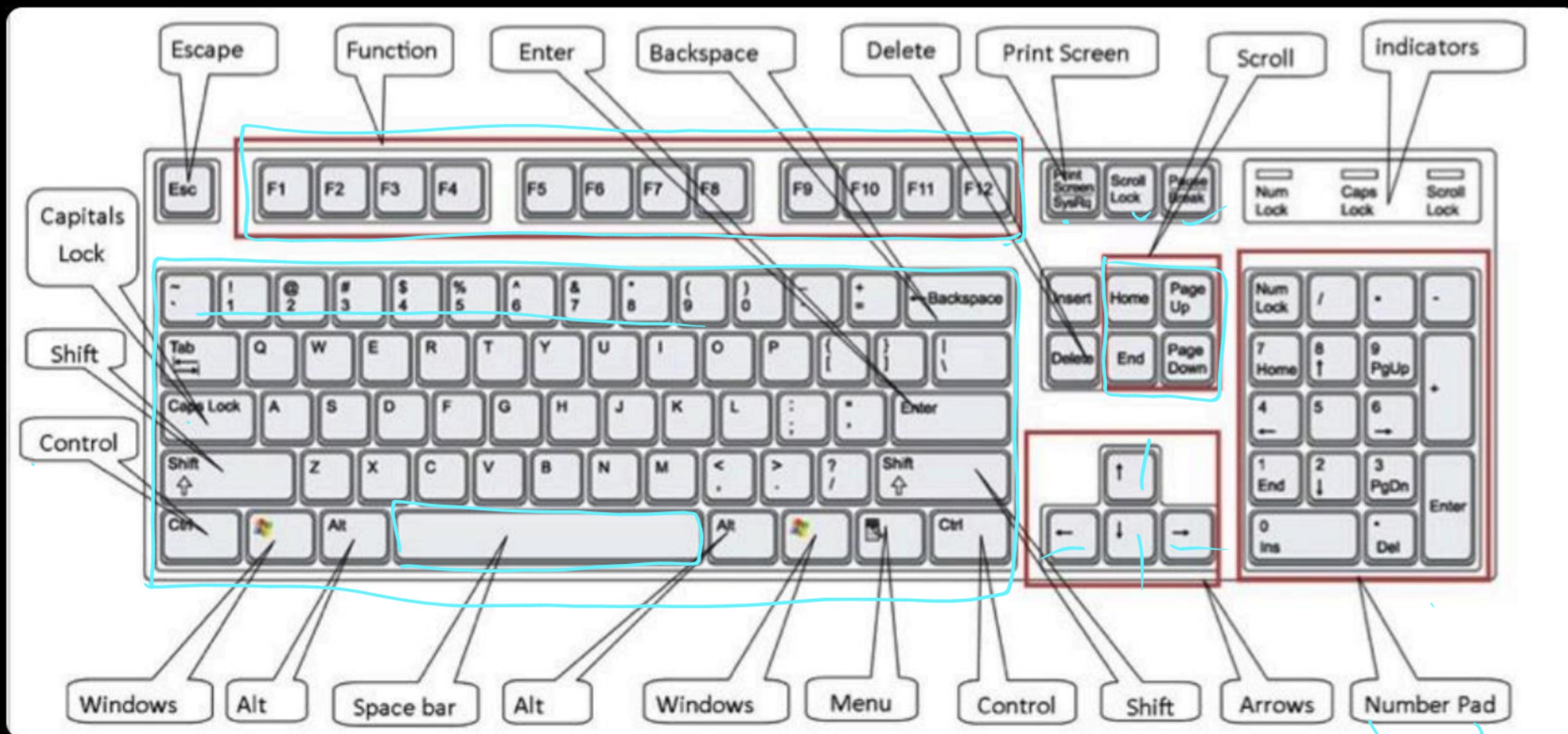
Hinglish

KeyBoard:-



Keyboard:

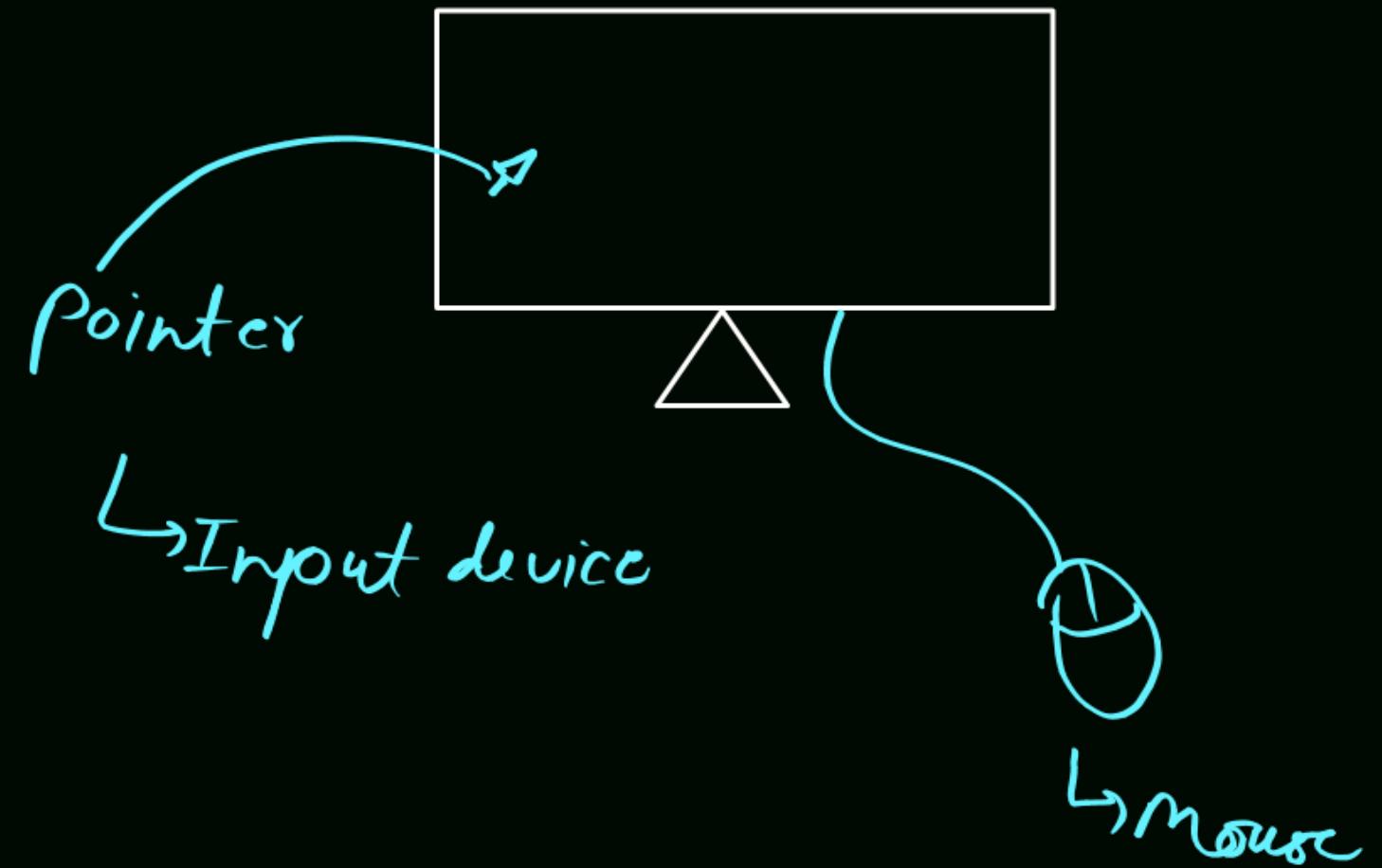




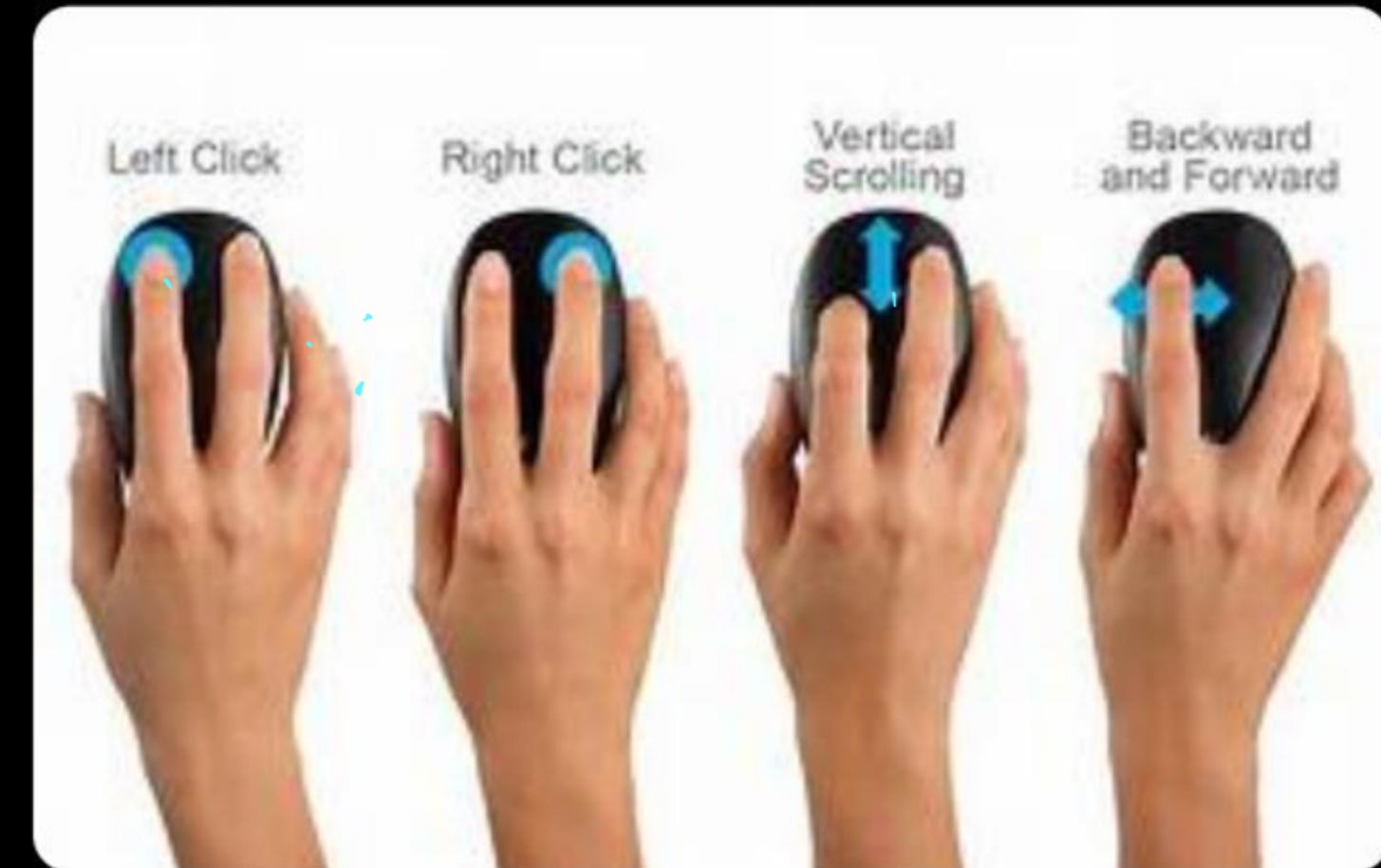
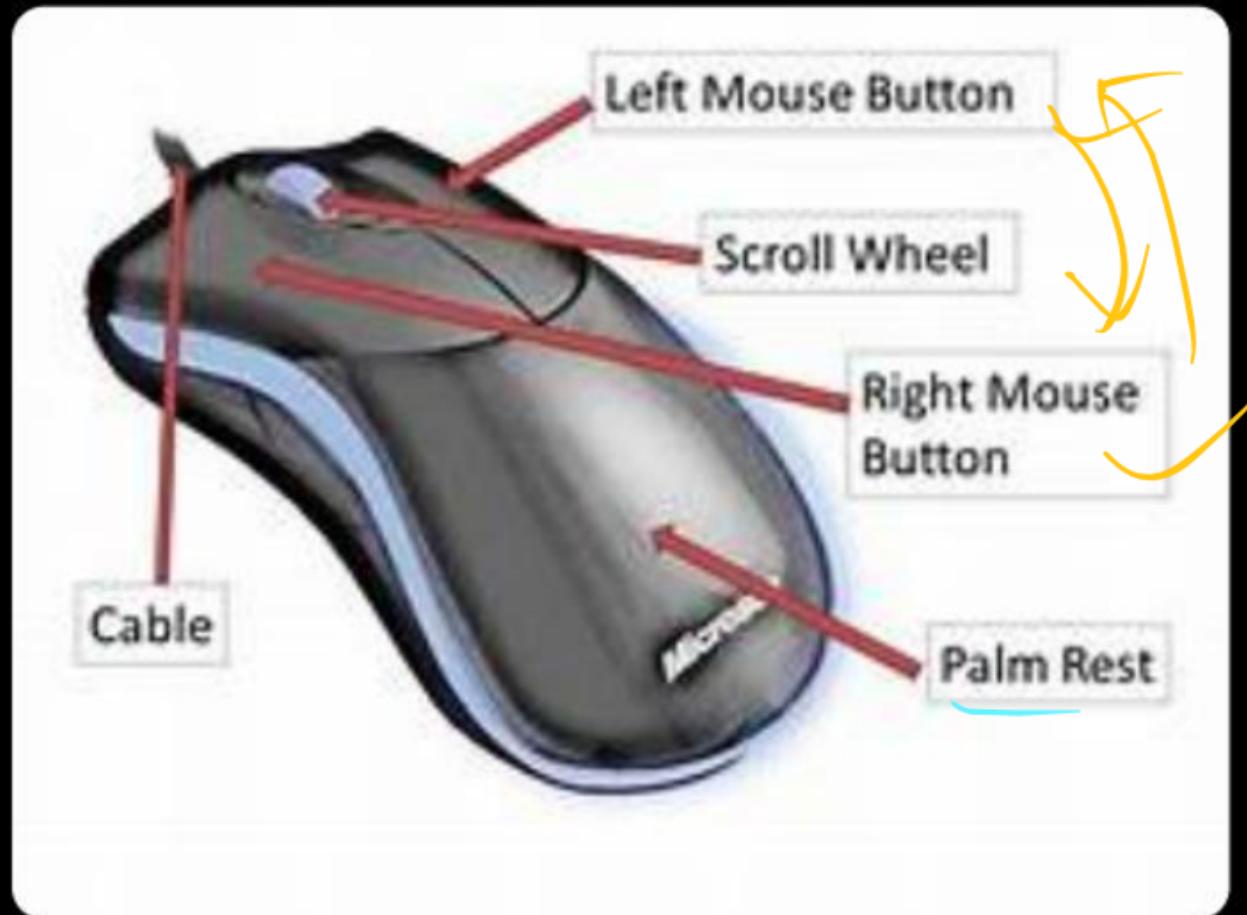


Computer Keyboard Keys Information's

Mouse :



Mouse:



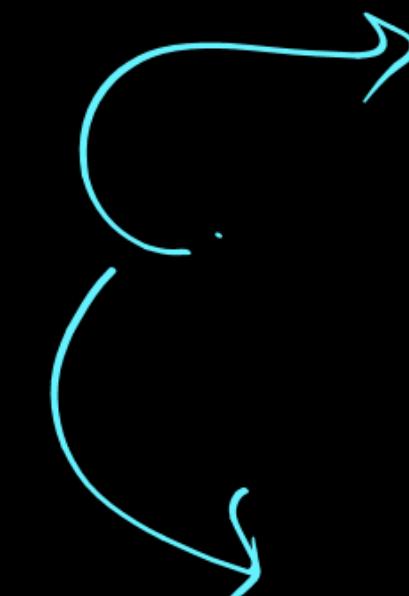
Mouse:



Mouse:



Mouse:



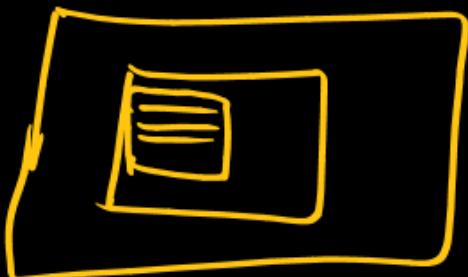
↳ Process \leftarrow

↳ short key } \rightarrow short cut key

↳ ~~fixed~~ Predefined

$\sqrt[3]{\text{year}}$

SHORTCUT KEYS:



1. Cut	ctrl + X
2. Copy	ctrl + C
3. Paste	ctrl + V
4. Rename file	F2
5. Quit word	Alt + F4
6. Find text	ctrl + F
7. Repeat find	Alt + ctrl + Y
8. Replace text	ctrl + H
9. Go to a page	ctrl + G
10. Go back to a page	Alt + ctrl + Z
11. Browse a document	Alt + ctrl + home
12. Cancel an action	ESC
13. Undo an action	ctrl + Z
14. Redo a repeat an action	ctrl + Y

Keys for Formatting Characters in Paragraphs

15. Change the font	ctrl + D, ctrl + shift + F
16. Change the font size	ctrl + shift + P
17. Increase the font size	ctrl + shift + >
18. Decrease the font size	ctrl + shift + <
19. Increase the font size by one point	ctrl +]
20. Decrease the font size by one point	ctrl + [
21. Change the case of letters	Shift + F3
22. Format letters as all capitals	ctrl + shift + A
23. Apply bold formatting	ctrl + B
24. Apply an underline	ctrl + U
25. Under words by not spaces	ctrl + shift + W
26. Double underline text	ctrl + shift + D
27. Apply hidden text formatting	ctrl + shift + H
28. Apply italic formatting	ctrl + I
29. Format letters as small capitals	ctrl + shift + K
30. Apply subscript formatting	ctrl + =
31. Apply superscript formatting	ctrl + shift + =

SHORTCUT KEYS:

