

National Skill Standard Basic Course.

Computer Office Application.

Shortcut key...

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- 1) Ctrl + A = All Select.
 - 2) Ctrl + B = Bold The Text.
 - 3) Ctrl + C = Copy The Text.
 - 4) Ctrl + D = Font Option.
 - 5) Ctrl + E = Center Alignment.
 - 6) Ctrl + F = Find The Text.
 - 7) Ctrl + G = Going To Another Page System.
 - 8) Ctrl + H = Replace Some Text.
 - 9) Ctrl + I = Italic Text.
 - 10) Ctrl + J = Justify Text.
 - 11) Ctrl + K = Insert Hyperlink.
 - 12) Ctrl + L = Align The Text Left.
 - 13) Ctrl + M = Nothing....
 - 14) Ctrl + N = Open New Page.
 - 15) Ctrl + O = Open Document.
 - 16) Ctrl + P = Print The Document.
 - 17) Ctrl + Q = Nothing...
 - 18) Ctrl + R = Align The Text Right.
 - 19) Ctrl + S = Save The Doc File.
 - 20) Ctrl + T = Nothing...
 - 21) Ctrl + U = Underline The Text.
 - 22) Ctrl + V = Paste.
 - 23) Ctrl + W = Close The Document.
 - 24) Ctrl + X = Cut The Text.
 - 25) Ctrl + Y = Redo.

- 26) Ctrl + Z = Undo.
- 27) Page Zooming = Ctrl + Mouse Scroll Up.
- 28) Page Zoom Out = Ctrl + Mouse Scroll Down.
- 29) Font Size Increase = Ctrl + Right]
- 30) Font size Decreased = Ctrl + Left [
- 31) Alt + F4 = Closed the Program.
- 32) “ Esc ” for skip some command.

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