

## Word Processing

- Software package capable of creating, storing and printing documents
- Some popular word processors:
  - Star Office/ Open Office
  - Microsoft Word
  - WordStar
  - Word Perfect
  - WordPro
  - WordPad

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## MS Word

- Extension of ms word 2003 and earlier: .doc
- Extension of ms word 2007 and later: .docx
- Can create multiple types of files:
  - text files (.txt), rich text files (.rtf), HTML files (.htm & .html), and Word files (.doc & .docx), XML files (.xml)
- MS Word executable file: winword.exe
- Template file extension: .dot (2003), .dotx (2007)

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## Microsoft Office Word

- Microsoft Office Word comes with Microsoft Office Package
- Different Versions of MS Office:
  - Office 4.3 Office 97, Office 2000, Office xp, Office 2003, Office 2007, Office 2010, Office 2012, Office 2013, Office 2016, Office 2019, Office 2021, Office 365

[Note: first word processing: WordStar, Latest MS Word 2021]

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## Different Components of Ms Word window

- **Title Bar (Common in 2003 /2007)**
    - Horizontal bar at the top of a window, that contains name of program and document
  - **Menu Bar (2003)**
    - Horizontal bar normally below the title bar that contains menu [menu provides list of commands in drop down list]
- Menu in ms word 2003**
- File, Edit, View, Insert, Format, Tool, Table, Window, Help
- **Toolbar (2003)**
    - A row of icons on a computer screen that activate commands or functions when clicked

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## Different Components of Ms Word window

### Common toolbars

- **Standard Toolbar:** contains file management options like open, save, print etc.
- **Formatting Toolbar:** contains text and paragraph formatting options like bold, italic, font, size, color etc.
- **Drawing Toolbar:** contains options to create drawing and shapes
- **Ribbon (2007)**
  - A user interface element introduced in Microsoft Office 2007
  - Ribbon consists of tab which contains commands
  - [Show/Hide Ribbon: Ctrl + F1]

### Tabs in ms word 2007:

- Home, Insert, Page Layout, References, Mailing, Review and View

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## Different Components of Ms Word window

- **Office button (2007)**
  - Button at the top left corner of ms word windows that contains file management commands and other commands.
- **Quick Access Toolbar (2007)**
  - A customizable toolbar that contains a set of commands that are independent of the tab on the ribbon that is currently displayed
- **Scroll bar (common in 2003 and 2007)**
  - A vertical bar or horizontal bar of a window that is used to move the window contents up and down or left and right
- **Status Bar (common in 2003 and 2007)**
  - The status bar is the area at the bottom of the Word window that indicates information about the current document.

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## Different Components of Ms Word window

- **Zoom Bar (2007)**
  - Located at the bottom right corner
- **View Buttons**
  - Lies at bottom left corner in 2003
  - Lies at bottom right corner before zoom bar in 2007
- **Show Ruler button (2007)**
  - Lies above the vertical scrollbar
  - Both ruler are displayed only in print layout view
  - No ruler is displayed in outline view
- **Split Bar (common in 2003 and 2007)**
  - Lies at the top (above) of the vertical scrollbar

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## Shortcut for Formatting Options

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| • Align Left : Ctrl + L             | • Superscript: Ctrl + Shift + = |
| • Center : Ctrl + E                 | • Subscript: Ctrl + =           |
| • Align Right : Ctrl + R            | • Change case: Shift +F3        |
| • Justify : Ctrl + J                | • Font dialog box: Ctrl + D     |
| • Force Justify: Ctrl + Shift + J   | • All Caps: Ctrl + Shift + A    |
| • Bold : Ctrl +B                    | • Small Caps: Ctrl + Shift + K  |
| • Italic : Ctrl +I                  | • Line Spacing :                |
| • Underline: Ctrl + U               | • single (1) : Ctrl + 1         |
| • Double Underline: Ctrl +Shift + D | • Double (2) : Ctrl + 2         |
| • Word Underline: Ctrl + Shift + W  | • 1.5 : Ctrl + 5                |

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## Shortcut for Formatting Options

- Font select : Ctrl + Shift + F (2003)
- Font size select : Ctrl + Shift + P (2003)
- Font size increase : Ctrl + Shift + >
- Font size increase by 1 pt: Ctrl + ]
- Font size decrease : Ctrl + Shift + <
- Font size decrease by 1 pt: Ctrl + [
- Remove Paragraph Formatting: Ctrl + Q
- Remove Character Formatting: Ctrl + Spacebar

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## MS Word Features

- **Default Font** : Times New Roman (2003), Calibri (2007)
- **Font size**: 1 to 1638, in drop down list: 8 to 72
- **Default font size**: 12 (2003), 11 (2007)
- **Font Style**: Regular, Bold, Italic, Bold Italic
- **Font Effects**: All caps, small caps, superscript, subscript, strikethrough ...
- **Text Effect**: Blinking Background, Shimmer....
- **Character Spacing**: Scale (1 to 600) ,Spacing (Normal, Expanded, Condensed), Position (Lowered, Raised, Normal)

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## MS Word Features

- **List Types** (Format menu → Bullets and Numbering, 2003)
  - Bullet List (Ctrl + Shift + L) : List with symbol
  - Numbered List : List with Numbered (insert single number: (Ctrl + Alt + L) )
  - Outline Numbered (2003), Multilevel List (2007) : List with sub number  
[‘Tab’ for sub number ‘Shift+Tab’ or ‘Enter’ for main number]
- **Border** (Format menu → Border and Shading, 2003)
  - Border and Shading dialog box contains: Border, Page Border, Shading
  - Border can be applied to: Paragraph or text
  - Page border can be applied to: whole document, section, first page or all except first page [Art is available only in page border]
  - Shading can be applied to: Paragraph or text

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## MS Word Features

- **Paragraph Formatting**
  - Paragraph formatting includes alignment, line and paragraph spacing, indentation
  - Paragraph space range: -1 to 1584 pt
  - Default Paragraph space : 0 (2003), 0 before and 10 pt after (2007)
  - Line Spacing option: Single, 1.5, Double, At Least, Exactly, Multiple
  - Default Line Spacing: Single (2003), 1.15 (2007)
- **Indentation:** space between margin and paragraph
  - Left, Right, Special: First Line, Hanging
  - Increase Left Indent: Ctrl + M
  - Decrease Left Indent: Ctrl + Shift + M
  - Hanging Indent: Ctrl + T (except first line)      Decrease: Ctrl + Shift + T
  - Indent range: -55.87 to 55.87 cm (22 inch)

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## MS Word Features

- **Copy, Cut and Paste**
  - Copy: Ctrl + C
  - Cut: Ctrl + X
  - Paste: Ctrl + V
- **Copy Formatting:** Ctrl + Shift + C, Paste Formatting: Ctrl + Shift + V
  - Copies formatting of text
- **Format Painter:** Ctrl + Shift + C
  - Used to Copy formatting with brush like icon
- **Find and Replace Dialog box**
  - To search for a word and replace with another
  - Find and Replace dialog box contains: Find, Replace and GoTo
  - Find: Ctrl + F, Replace: Ctrl + H, GoTo: Ctrl + G / F5

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## MS Word

- More Options in Find/Replace
  - Find whole words only : To find complete word
  - Match case: Capital or small
  - Using Wildcard
  - Sound like: With same pronunciation
  - Find all word forms: different forms of verbs

### GoTo options

- Page, Section, Line, Bookmark, Comment, Footnote, Endnote, Field, Table, Graphic, Equation, Object, Heading
- **Select Options**
  - Select All
  - Select Object
  - Select text with similar formatting

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## MS Word

- **Drop Cap**
  - Drops initial (first) letter of paragraph to number of lines
  - **Options:** Dropped, In Margin
  - **Default lines to drop:** 3
  - **Maximum lines to drop:** 10
  - **Minimum lines to drop:** 1
  - **Default distance from text:** 0"
- **Table**
  - **Ways to insert table:** insert table, draw table, quick table
  - **Columns range in table:** 1 to 63
  - **Rows range in table:** 1 to 32767
  - **Selecting row:** click on selection bar
  - **Selecting column:** click on column header

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## MS Word

- **Table**
  - **Converting table to text:** separators- paragraph marks, tab, comma, other
  - **Repeat header row:** repeats header row in each page
  - **Merge cells:** combines multiple cells into one
  - **Split cell:** divide a single cell into multiple by rows/columns
  - **Distribute rows:** makes row height equal
  - **Distribute columns:** makes column width equal
  - **Sort:** arranging data in ascending or descending order
  - **Autofit options:** autofit to windows, autofit to content, fixed column width
  - **Split table:** breaks table by row (Ctrl + Shift + Enter)
  - **Cell alignment:** 9 alignment options
  - **Text direction:** 3 directions

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## MS Word

- **WordArt**
  - Artistic text that can be inserted in document
- **Clip Art/ Picture**
  - Graphic or picture that can be inserted in document
- **SmartArt**
  - Graphic to visually communicate information
- **Hyperlink**
  - Link of document to another document or webpage (Ctrl + K)
  - Link can be created to **Existing document or webpage, another location** in same document, **email address**
- **Bookmark (Ctrl + Shift + F5)**
  - Mark in document to jump to specified location in document
  - Works with hyperlink

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## MS Word

- **Header Footer** (in View Menu in 2003)
  - **Header:** text/object that is repeated at the top of every page/section
  - **Footer:** text/object that is repeated at the bottom of every page/section
  - Default space for header/footer: 0.5"
  - Different header/footer can be set to: First page, Different Section, Odd and Even Page
  - Switch between header and footer: up arrow and down arrow
- **Page number**
  - Inserts page number in document
  - Page number location: top, bottom and margin | Format: 6 options
  - Alignment: left, center, right, inside, outside (2003)

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## MS Word

- **Autotext** (Quick part in ms word 2007)
  - Lets user to insert text automatically
  - Create autotext: Alt + F3
  - Insert autotext: F3
- **Field**
  - Placeholder used to display instruction
  - Can be switched to code known as field code
  - Insert field code: Ctrl + F9
  - Display Field/ Switch field code: Alt + F9
  - Update field code: F9
- **Chart:** Embed chart from ms excel
- **Object:** Insert any object from any other application in computer

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## MS Word

- **Equation**
  - Insert mathematic/algebraic equation in document (Alt+=)
- **Cover page**
  - Adds extra page in document as cover page
- **Page Break** (Ctrl + Enter)
  - Creates new blank page or moves text to next/new page
- **Margin**
  - Space left at top, bottom, left and right edge of page
  - Default margin
    - All 1" (2007),
    - Left/right 1.25" and top/bottom 1" (2003)

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## MS Word

- **Gutter margin**
  - Extra space left at left or top side for binding (Default: 0)
- **Multiple Pages**
  - Normal, Mirror Margin, 2 page per sheet, book fold
- **Orientation**
  - Portrait: Tall, Landscape: Wide
- **Size**
  - Document size
  - **Default size:** Letter (8.5"x11")
  - A4: 8.27" x 11.69"
- **Section Break**
  - Section is different portion of same document where we can apply different page formatting like page size, margin, orientation, header/footer

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## MS Word

- **Section break option:**
    - Next Page, Continuous, Even Page, Odd Page
  - **Line Number**
    - Inserts line number in every line in document
    - **Options:** None, Continuous, Restart Each Page, Restart Each section, Suppress for Current Paragraph
  - **Column**
    - To create newspaper style
- Column dialog box:**
- **Preset:** One, two, three, left, right
  - **No of columns:** 1 to 45, **Default spacing:** 0.5" / **Min:** 0"
  - **Minimum Column width:** 0.5
  - **Column Break:** Ctrl + Shift + Enter

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## MS Word

- **Watermark**
  - Ghosted text/ Fainted text
  - **Dialog box options:** No Watermark, Text Watermark, Picture Watermark
  - **Options for text watermark:** Text, Font, Size, Color, Layout: Horizontal and Diagonal
- **Table of Content**
  - To Insert table of content in document
  - Heading must be applied to included in TOC
  - Heading 1 : Alt + Ctrl + 1, Heading 2 : Alt + Ctrl + 2, Heading 3: Alt + Ctrl + 3
  - Level of TOC: 9
  - Formats: From Template, Classic, Distinctive, Fancy, Modern, Formal and Simple
  - Tab Leader: 3 types

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## MS Word

- **Caption**
  - A numbered label, such that can be added to a figure, a table, an equation, or another object
  - Caption position can be **below** or **above** the selected object
  - Caption Label can be **Figure, Equation, Table**
- **Footnote** (Alt + Ctrl + F)
  - Descriptive text to describe any text in document
  - Lies at **bottom of page** or **below the text**
- **Endnote** (Alt + Ctrl + D)
  - Same as footnote that lies at the **end of the document** or **end of the section**
- **Cross Reference**
  - Refers to specific place in document like heading, figures, footnote

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## MS Word

- **Mail Merge**
  - Process to combine main document with data source
  - **Components of mail merge:** Main document, data source and merged document
  - **Data source can be:** Excel Workbook, Access Database or CSV file
- **Envelopes and Labels**
  - **Envelopes contains :** Delivery Address and Return Address
  - **Default envelope size:** Size 10 (4 1/8") x 9 1/2")
  - **Label Options:** Single Label and Multiple Label (full page of the same label)

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## MS Word

- **Spelling and Grammar (F7)**
  - To check spelling and grammar error in document
  - **Green underline:** Grammar error, **Red underline:** Spelling Error, **Blue underline:** sentence/phrase does not give meaning
  - **Spelling and Grammar dialog box options:**
    - Change, Change All, Ignore Once, Ignore All, Add to dictionary, Autocorrect
- **Thesaurus (Shift + F7)**
  - To view meaning (synonyms and antonyms) of word
- **Word Count (Ctrl + Shift + G)**
  - Gives statistical information of a document
  - Counts Page, words, Characters, Paragraph, Line
- **Comment (Alt +Ctrl + M)**
  - To insert comment/annotation in document

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## MS Word

- **Track Change (Ctrl + Shift + E)**
  - To monitor the changes made in document
- **Protect document**
  - To protect document with/without password from being modified by other users
  - **Editing options:** Tracked change, Comments, Filling in forms, No change (read only)
  - **Default editing option:** No Changes (Read Only)
- **Protection Method**
  - Password Protection
  - User Authentication

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## MS Word

- **Compare**
  - Compares two documents and displays only what changed between them in new third document
  - Does not change in existing document
- **Combine**
  - Combines original document with revised version of document
- **Zoom**
  - Min : 10% , Max: 500%
  - Zoom options in dialog box: 200%, 100%, 75%, Page width, Text width, Whole Page, Many Pages

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## MS Word

- **Different View Options**
  - Normal (Ctrl + Alt + N) → Draft in 2007
  - Web Layout
  - Print Layout (Ctrl + Alt + P)
  - Reading Layout (2003)/ Full screen reading (2007)
  - Outline (Ctrl + Alt + O)
- **Outline view options**
  - Create/Insert subdocuments
  - Expand/Collapse subdocuments (Ctrl + \)
- **Arrange All:** Tiles all opened document windows
- **Split:** Split current document into two halves (Ctrl + Alt + S)
- **View side by side:** View two documents side by side to compare contents

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## MS Word

- **Macro:**
  - Automated task or series of commands assigned to button or keyboard shortcut (Alt + F8)
  - Used VBA Code (VBA shortcut: Alt + F11)
- **Macro steps:**
  - Give the macro a name
  - Assign macro to keyboard shortcut or button
  - Start recording
  - Using mouse or keyboard, perform the task to automate

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## MS Word

- **Print dialog box options:**

- Page range: All, Current Page, Pages, Selection
- Number of copies
- Collate

[Print preview shortcut: Ctrl + F2]

- **Tab**

- Features that moves the cursor to specified distance
- Default tab: Left tab, Default tab stop position: 0.5"
- Types of tabs: Left, right, center, decimal, bar
- Types of tab leader: 3

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## MS Word

- **Autocorrect options**

- Capitalize first letter of sentence
- Capitalize first letter of table cells
- Capitalize name of days
- Correct two initial capitals
- Correct accidental usage of CAPS LOCK
- Replace text as you type

- **Save auto recovery:** 1 to 120 min — Default-> 10 min

- **Default location to save files**

- Documents / My Documents

- **Color Scheme:** Blue, Silver, Black — Default: Blue

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## MS Word

- **Screen tips:** Tips that appears while pointing any option by mouse
- **No. of recent document**
  - MS Word 2003 → 0 to 9, Default: 4
  - MS Word 2007 → 0 to 50, Default: 17
- **Unit of measurements**
  - Inch, Centimeter, Millimeter, Point, Picas      Default: Inch
- **Points to be remembered**
  - **Define:** Autocorrect, Autotext, Autoformat, Autofit
  - **Default:** Standard settings
  - **Drag and drop:** method of copying or moving text dragging by mouse
  - **Gridlines:** thin dotted lines on page
  - **Insert mode (INS) and overtype mode (OVR):** Insert mode allows inserting text in middle while overtype mode erases text to right side

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## MS Word

- **Points to be remembered**
  - **Non printing character:** character that is not displayed while printing, e.g. Tab, Enter, Space
  - **Spike cut and paste:** To paste the collected text in clipboard, Spike cut: Ctrl + F3, Spike Paste: Ctrl+ Shift+F3 or type 'spike' and press F3
  - **Select Browse Object Button:** button below the vertical scroll bar
  - **Shrink to fit:** option that allows to reduce text to fit in page in print preview mode
  - **Clipboard:** location where copied item are stored (24 items)
  - **Wizard:** Stepwise process
  - **Template:** predefined design of document

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## MS Word

- **Status Bar:** horizontal bar at the bottom of ms word document window that displays **page, words, language and grammar options**
- **Show /hide taskpane:** Ctrl + F1 (2003)
- **Document Map:** Shows different heading label of document
- **Office Assistant:** Gives tips for work, and can be used to get help about Word
- **Template:** A template is a preformatted document that serves as a model for other documents
- **Number of column in a table:** 1 to 63
- **Number of rows in a table:** 1 to 32767
- **Zoom:** 10 to 500%
- **Number of news paper column:** 1 to 45
- **Maximum number of bookmarks:** 2,147,483,647
- **(Style Definition) maximum number of styles:** 4,079

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## MS Word Limitations

- **Paragraph space:** -1 to 1584 pt
- **Indent:** -55.87 to 55.87 cm (22 inch)
- **Scale (Character Spacing):** 1 to 600%
- **Minimum paper size:** .26 \* .26 cm (0.1 inch)
- **Maximum paper size:** 55.87 \* 55.87 cm (22 inch)
- **Default Font:** Times New Roman (2003), Calibri (2007)
- **Default Font size:** 11(2007), 12(2003)
- **Recent File list:** 0 to 9, Default: 4 → 2003
- **Recent File list:** 0 to 50, Default: 17 → 2007
- **Number of copies of for printing:** 1 to 32,767
- **Maximum size of ms word file :** 32 MB
- **Maximum number of comments:** 2,147,483,647
- **Size of file Word can open:** 512 MB

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## Some Shortcuts

- **Bold** : Ctrl+ B / Ctrl+Shift+ B
- **Cut** : Ctrl+ X/ Shift+ Del
- **Redo/Repeat**: F4
- **Insert Date** : Alt+Shift+ D
- **Insert Time** : Alt+Shift+ T
- **Insert Page No.:** Alt + Shift + P
- **Distribute Para (Force Justify)** : Ctrl+Shift+ J
- **Split Document** : Alt+Ctrl+ S
- **Beginning of Line** : Home
- **End of Line** : End
- **Beginning of the document** : Ctrl+ Home
- **End of the document** : Ctrl+ End
- **Extend Selection** : F8

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## Some Shortcuts

- **F8 two times** : Word Select
- **F8 three times** : Sentence Select
- **F8 four times** : Paragraph Select
- **F8 five times** : All Select
- **Rectangular Selection** : Ctrl+Shift+F8/ Alt+Drag
- **Formatting Pane (Style)** : Alt+Ctrl+Shift+ S
- **Formatting Properties (Reveal Formatting)** : Shift+ F1
- **Hidden** : Ctrl+Shift+ H
- **Highlight** : Alt+Ctrl+ H
- **Italic** : Ctrl+ I
- **Italic** : Ctrl+Shift+ I
- **Macro** : Alt+ F8

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## Some Shortcuts

- **Move** : F2
- **Open** : Ctrl+ F12
- **Open** : Alt+Ctrl+ F2
- **Paste** : Ctrl+ V
- **Paste** : Shift+ Insert
- **Paste Special** : Alt+Ctrl+ V
- **Print** : Ctrl+ P
- **Print** : Ctrl+ F2
- **Print** : Ctrl+Shift+ F12
- **Print** : Alt+Ctrl+ I
- **Redo or Repeat** : Ctrl+ Y
- **Redo or Repeat** : F4
- **Redo or Repeat** : Alt+ Enter
- **Save** : Ctrl+ S
- **Save** : Shift+ F12
- **Save** : Alt+Shift+ F2
- **Save As** : F12
- **Select All** : Ctrl+ A
- **Select All** : Ctrl+ Num 5
- **Show All** : Ctrl+Shift+ 8
- **Translate Pane** : Alt+Shift+ F7
- **Underline** : Ctrl+ U
- **Underline** : Ctrl+Shift+ U
- **Undo** : Ctrl+ Z
- **Undo** : Alt+ Backspace
- **VBCode** : Alt+ F11

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