**MICROSOFT WORD SHORTCUT KEYS.**

**1)Convert data into table.**

Ex: S\_no,Name

1,Apple

2,mango

\*ctrl+A then Alt+N+T+I

**2)Remove extra spaces in a paragraph**

Ex:

hi hello how are you?

\*Ctrl+H

Then in replace box type Find what:^w and Replace with:give one space.

**3)To add date and time**

Date: Alt+Shift+D

05-05-2025

Time:Alt+Shift+T

9:07 AM

**4)To enable voice assistant int Windows 11**

\*Windows+H

Then microphone will be shown.

**5)Add heart image in Ms word**

Type: 2764 then select it and Alt+X

❤

6)No Mobile symbol

1F4F5

Then Alt+X