| **Command Name** | Modifiers | Key |
| --- | --- | --- |
| **All Caps** | Ctrl+Shift+ | A |
| **App Restore** | Alt+ | F5 |
| **Auto Format** | Alt+Ctrl+ | K |
| **Bold** | Ctrl+ | B |
| **Bold** | Ctrl+Shift+ | B |
| **Bookmark** | Ctrl+Shift+ | F5 |
| **Browse Next** | Ctrl+ | Page Down |
| **Browse Prev** | Ctrl+ | Page Up |
| **Browse Sel** | Alt+Ctrl+ | Home |
| **Cancel** |  | Esc |
| **Change Case** | Shift+ | F3 |
| **Char Left** |  | Left |
| **Char Left Extend** | Shift+ | Left |
| **Char Right** |  | Right |
| **Char Right Extend** | Shift+ | Right |
| **Clear** |  | Del |
| **Close Pane** | Alt+Shift+ | C |
| **Collapse Heading** | Alt+Shift+ | - |
| **Collapse Heading** | Alt+Shift+ | Num - |
| **Column Break** | Ctrl+Shift+ | Return |
| **Column Select** | Ctrl+Shift+ | F8 |
| **Copy** | Ctrl+ | C |
| **Copy** | Ctrl+ | Insert |
| **Copy Format** | Ctrl+Shift+ | C |
| **CopyToFrom** | Shift+ | F2 |
| **Create Auto Text** | Alt+ | F3 |
| **Customize Keyboard Shortcut** | Alt+Ctrl+ | Num + |
| **Cut** | Ctrl+ | X |
| **Cut** | Shift+ | Del |
| **Date Field** | Alt+Shift+ | D |
| **Delete Back Word** | Ctrl+ | Backspace |
| **Delete Word** | Ctrl+ | Del |
| **Distribute Para** | Ctrl+Shift+ | J |
| **Do Field Click** | Alt+Shift+ | F9 |
| **Doc Close** | Ctrl+ | W |
| **Doc Close** | Ctrl+ | F4 |
| **Doc Maximize** | Ctrl+ | F10 |
| **Doc Restore** | Ctrl+ | F5 |
| **Doc Size** | Ctrl+ | F8 |
| **Doc Split** | Alt+Ctrl+ | S |
| **Double Underline** | Ctrl+Shift+ | D |
| **Edit** | Alt+Shift+ | R |
| **End of Column** | Alt+ | Page Down |
| **End of Column** | Alt+Shift+ | Page Down |
| **End of Doc Extend** | Ctrl+Shift+ | End |
| **End of Document** | Ctrl+ | End |
| **End of Line** |  | End |
| **End of Line Extend** | Shift+ | End |
| **End of Row** | Alt+ | End |
| **End of Row** | Alt+Shift+ | End |
| **End of Window** | Alt+Ctrl+ | Page Down |
| **End of Window Extend** | Alt+Ctrl+Shift+ | Page Down |
| **Endnote** | Alt+Ctrl+ | D |
| **Equation Toggle** | Alt+ | = |
| **Expand Heading** | Alt+Shift+ | = |
| **Expand Heading** | Alt+Shift+ | Num + |
| **Extend Selection** |  | F8 |
| **Field Codes** | Alt+ | F9 |
| **File Close or Exit** | Alt+ | F4 |
| **Font** | Ctrl+Shift+ | F |
| **Font Formatting** | Ctrl+ | D |
| **Font Size Select** | Ctrl+Shift+ | P |
| **Footnote** | Alt+Ctrl+ | F |
| **Formatting Pane** | Alt+Ctrl+Shift+ | S |
| **Formatting Properties** | Shift+ | F1 |
| **Go Back** | Shift+ | F5 |
| **Go Back** | Alt+Ctrl+ | Z |
| **Go To** | Ctrl+ | G |
| **Go To** |  | F5 |
| **Grow Font** | Ctrl+Shift+ | . |
| **Grow Font One Point** | Ctrl+ | ] |
| **Hanging Indent** | Ctrl+ | T |
| **Help** |  | F1 |
| **HHC** | Alt+Ctrl+ | F7 |
| **Hidden** | Ctrl+Shift+ | H |
| **Highlight** | Alt+Ctrl+ | H |
| **Hyperlink** | Ctrl+ | K |
| **Indent** | Ctrl+ | M |
| **Insert Building Block** |  | F3 |
| **Insert Building Block** | Alt+Ctrl+Shift+ | V |
| **Insert Comment** | Alt+Ctrl+ | M |
| **Insert Field** | Ctrl+ | F9 |
| **Insert Spike** | Ctrl+Shift+ | F3 |
| **Italic** | Ctrl+ | I |
| **Italic** | Ctrl+Shift+ | I |
| **Line Down** |  | Down |
| **Line Down Extend** | Shift+ | Down |
| **Line Up** |  | Up |
| **Line Up Extend** | Shift+ | Up |
| **List Num Field** | Alt+Ctrl+ | L |
| **Lock Fields** | Ctrl+ | F11 |
| **Macro** | Alt+ | F8 |
| **Mail Merge Check** | Alt+Shift+ | K |
| **Mail Merge Edit Data Source** | Alt+Shift+ | E |
| **Mail Merge to Doc** | Alt+Shift+ | N |
| **Mail Merge to Printer** | Alt+Shift+ | M |
| **Mark Citation** | Alt+Shift+ | I |
| **Mark Index Entry** | Alt+Shift+ | X |
| **Mark Table of Contents Entry** | Alt+Shift+ | O |
| **Merge Field** | Alt+Shift+ | F |
| **Microsoft System Info** | Alt+Ctrl+ | F1 |
| **Move** |  | F2 |
| **Nav Pane Search** | Ctrl+ | F |
| **New Default** | Ctrl+ | N |
| **Next Field** |  | F11 |
| **Next Field** | Alt+ | F1 |
| **Next Misspelling** | Alt+ | F7 |
| **Next Object** | Alt+ | Down |
| **Next Pane** |  | F6 |
| **Next Window** | Ctrl+ | F6 |
| **Next Window** | Alt+ | F6 |
| **Normal** | Alt+Ctrl+ | N |
| **Normal Style** | Ctrl+Shift+ | N |
| **Normal Style** | Alt+Shift+ | Clear (Num 5) |
| **OfficeFeedbackFrown** | Alt+Ctrl+ | 8 |
| **OfficeFeedbackSmile** | Alt+Ctrl+ | 7 |
| **Open** | Ctrl+ | F12 |
| **Open** | Alt+Ctrl+ | F2 |
| **Open Using Backstage** | Ctrl+ | O |
| **Outline** | Alt+Ctrl+ | O |
| **Outline Demote** | Alt+Shift+ | Right |
| **Outline Move Down** | Alt+Shift+ | Down |
| **Outline Move Up** | Alt+Shift+ | Up |
| **Outline Promote** | Alt+Shift+ | Left |
| **Outline Show First Line** | Alt+Shift+ | L |
| **Page** | Alt+Ctrl+ | P |
| **Page Break** | Ctrl+ | Return |
| **Page Down** |  | Page Down |
| **Page Down Extend** | Shift+ | Page Down |
| **Page Field** | Alt+Shift+ | P |
| **Page Up** |  | Page Up |
| **Page Up Extend** | Shift+ | Page Up |
| **Para Down** | Ctrl+ | Down |
| **Para Down Extend** | Ctrl+Shift+ | Down |
| **Para Up** | Ctrl+ | Up |
| **Para Up Extend** | Ctrl+Shift+ | Up |
| **Paragraph Alignment** | Ctrl+ | J |
| **Paragraph Alignment** | Ctrl+ | R |
| **Paragraph Alignment** | Ctrl+ | E |
| **Paragraph Alignment** | Ctrl+ | L |
| **Paragraph Formatting** | Ctrl+ | Q |
| **Paragraph Spacing** | Ctrl+ | 2 |
| **Paragraph Spacing** | Ctrl+ | 5 |
| **Paste** | Ctrl+ | V |
| **Paste** | Shift+ | Insert |
| **Paste Format** | Ctrl+Shift+ | V |
| **Paste Special** | Alt+Ctrl+ | V |
| **Prev Field** | Shift+ | F11 |
| **Prev Field** | Alt+Shift+ | F1 |
| **Prev Object** | Alt+ | Up |
| **Prev Pane** | Shift+ | F6 |
| **Prev Window** | Ctrl+Shift+ | F6 |
| **Prev Window** | Alt+Shift+ | F6 |
| **Print** | Ctrl+ | P |
| **Print** | Ctrl+ | F2 |
| **Print** | Ctrl+Shift+ | F12 |
| **Print** | Alt+Ctrl+ | I |
| **Proofing** |  | F7 |
| **Redo** | Alt+Shift+ | Backspace |
| **Redo or Repeat** | Ctrl+ | Y |
| **Redo or Repeat** |  | F4 |
| **Redo or Repeat** | Alt+ | Return |
| **Repeat Find** | Shift+ | F4 |
| **Repeat Find** | Alt+Ctrl+ | Y |
| **Replace** | Ctrl+ | H |
| **Research Lookup** | Ctrl+Shift+ | O |
| **Reset Char** | Ctrl+ | Space |
| **Reset Char** | Ctrl+Shift+ | Z |
| **Revision Marks Toggle** | Ctrl+Shift+ | E |
| **Save** | Ctrl+ | S |
| **Save** | Shift+ | F12 |
| **Save** | Alt+Shift+ | F2 |
| **Save As** |  | F12 |
| **Select All** | Ctrl+ | A |
| **Select All** | Ctrl+ | Clear (Num 5) |
| **Select All** | Ctrl+ | Num 5 |
| **Select Table** | Alt+ | Clear (Num 5) |
| **Show All** | Ctrl+Shift+ | 8 |
| **Show All Headings** | Alt+Shift+ | A |
| **Show All Headings** | Alt+Shift+ | A |
| **Show Heading1** | Alt+Shift+ | 1 |
| **Show Heading2** | Alt+Shift+ | 2 |
| **Show Heading3** | Alt+Shift+ | 3 |
| **Show Heading4** | Alt+Shift+ | 4 |
| **Show Heading5** | Alt+Shift+ | 5 |
| **Show Heading6** | Alt+Shift+ | 6 |
| **Show Heading7** | Alt+Shift+ | 7 |
| **Show Heading8** | Alt+Shift+ | 8 |
| **Show Heading9** | Alt+Shift+ | 9 |
| **Shrink Font** | Ctrl+Shift+ | , |
| **Shrink Font One Point** | Ctrl+ | [ |
| **Shrink Selection** | Shift+ | F8 |
| **Small Caps** | Ctrl+Shift+ | K |
| **Spike** | Ctrl+ | F3 |
| **Start of Column** | Alt+ | Page Up |
| **Start of Column** | Alt+Shift+ | Page Up |
| **Start of Doc Extend** | Ctrl+Shift+ | Home |
| **Start of Document** | Ctrl+ | Home |
| **Start of Line** |  | Home |
| **Start of Line Extend** | Shift+ | Home |
| **Start of Row** | Alt+ | Home |
| **Start of Row** | Alt+Shift+ | Home |
| **Start of Window** | Alt+Ctrl+ | Page Up |
| **Start of Window Extend** | Alt+Ctrl+Shift+ | Page Up |
| **Style** | Alt+Ctrl+ | 2 |
| **Style** | Alt+Ctrl+ | 3 |
| **Style** | Ctrl+Shift+ | L |
| **Style** | Alt+Ctrl+ | 1 |
| **Style Apply Pane** | Ctrl+Shift+ | S |
| **Style Separator** | Alt+Ctrl+ | Return |
| **Subscript** | Ctrl+ | = |
| **Superscript** | Ctrl+Shift+ | = |
| **Symbol Font** | Ctrl+Shift+ | Q |
| **Thesaurus RR** | Shift+ | F7 |
| **Time Field** | Alt+Shift+ | T |
| **Toggle Character Code** | Alt+ | X |
| **Toggle Field Display** | Shift+ | F9 |
| **Toggle Master Subdocs** | Ctrl+ | \ |
| **Toggle Ribbon** | Ctrl+ | F1 |
| **Toggle XMLTag View** | Ctrl+Shift+ | X |
| **Translate Pane** | Alt+Shift+ | F7 |
| **Un Hang** | Ctrl+Shift+ | T |
| **Un Indent** | Ctrl+Shift+ | M |
| **Underline** | Ctrl+ | U |
| **Underline** | Ctrl+Shift+ | U |
| **Undo** | Ctrl+ | Z |
| **Undo** | Alt+ | Backspace |
| **Unlink Fields** | Ctrl+ | 6 |
| **Unlink Fields** | Ctrl+Shift+ | F9 |
| **Unlock Fields** | Ctrl+Shift+ | F11 |
| **Update Auto Format** | Alt+Ctrl+ | U |
| **Update Fields** |  | F9 |
| **Update Fields** | Alt+Shift+ | U |
| **Update Source** | Ctrl+Shift+ | F7 |
| **VBCode** | Alt+ | F11 |
| **Web Go Back** | Alt+ | Left |
| **Web Go Forward** | Alt+ | Right |
| **Word Count List** | Ctrl+Shift+ | G |
| **Word Count Recount** | Ctrl+Shift+ | R |
| **Word Left** | Ctrl+ | Left |
| **Word Left Extend** | Ctrl+Shift+ | Left |
| **Word Right** | Ctrl+ | Right |
| **Word Right Extend** | Ctrl+Shift+ | Right |
| **Word Underline** | Ctrl+Shift+ | W |

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

# Web Development

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

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**Information Security in the Cloud: Emerging Trends and Challenges****Abstrac**

This article explores the evolution of cloud computing, its advantages over traditional on-premises infrastructure, and its impact on information security. The study presents a comprehensive literature review covering various cloud infrastructure offerings and security models. Additionally, it deeply analyzes real-life case studies illustrating successful cloud migrations and highlights common information security threats in current cloud computing. The article concludes by offering recommendations to businesses to protect themselves from cloud data breaches and providing insights into selecting a suitable cloud services provider from an information security perspective.

**1. Introduction**

The concept of cloud computing can be traced back to the 1950s and 1960s, but it wasn’t until the early 2000s that it began to gain traction. In 2002, Amazon launched AWS, which offered developers access to computing and storage resources on a pay-as-you-go basis. AWS was the first major cloud computing platform, and it quickly became the standard for the industry.

Other major cloud providers, such as Microsoft Azure and Google Cloud Platform, followed suit in the late 2000s and early 2010s. Today, cloud computing is a multi-billion-dollar industry, and it is used by businesses of all sizes around the world.

[**Figure 1**](https://www.scirp.org/journal/paperinformation?paperid=134233#f1) shows Cloud vs on-premises computing where Cloud computing has become famous and stood as an alternative to traditional on-premises IT infrastructure for several reasons, including:

• Cost savings: Cloud computing can help businesses save money on IT costs by eliminating the need to purchase and maintain their own hardware and software. Businesses only pay for the cloud resources they use, and they can scale their usage up or down as needed.

• Agility and scalability: Cloud computing allows businesses to deploy new applications and services quickly and easily. It also makes it easy to scale applications and services up or down in response to changing demand.

• Reliability: Cloud providers offer a high level of reliability and uptime. They have large networks of data centers around the world, and they use redundant systems to ensure that their services are always available.

• Security: Cloud providers offer a variety of security features to protect customer data. They also have teams of security experts who are constantly monitoring their systems for threats. [[](https://www.scirp.org/journal/paperinformation?paperid=134233#ref1)[1](https://www.scirp.org/journal/paperinformation?paperid=134233#ref1)]

Cloud infrastructure gained its popularity and practice rapidly, which necessarily classified it into further sections based on offerings and models

**Cloud Infrastructure Offerings**

[**Figure 2**](https://www.scirp.org/journal/paperinformation?paperid=134233#f2) shows the types of cloud offerings. There are three main types of cloud infrastructure offerings:

Figure 1. Cloud vs on-premise computing.

Figure 2. Types of cloud offerings.

1) Infrastructure as a Service (IaaS): IaaS provides businesses with access to computing resources, such as computing power, storage, and networking. Enterprises can use IaaS to design, build, test, and deploy their proprietary applications and services.

2) Platform as a Service (PaaS): PaaS provides businesses with a platform for

Private clouds can be very secure if they are properly designed and managed. However, it is important for businesses to have a team of security experts who can monitor and maintain their private cloud infrastructure.

3) Hybrid cloud: Hybrid clouds combine public and private cloud services. Hybrid clouds can offer businesses the best of both worlds: the scalability and cost-effectiveness of public clouds with the security and control of private clouds. [1]

জীবনানন্দ কলকাতা সিটি কলেজে ১৯২২ সালে ইংরেজি সাহিত্যে অধ্যাপনা শুরু করেন। ১৯২৯ সালে তিনি সদ্য প্রতিষ্ঠিত বাগেরহাট প্রফুল্লচন্দ্র কলেজে যোগ দেন, কিন্তু কিছুদিন পর চাকরি ছেড়ে কলকাতায় চলে যান । [2]

# References

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| --- | --- |
| [1] | A. M. A. C. M. B. O. A. Keerthana Chitreddy, “Information Security in the Cloud: Emerging Trends and Challenges,” *Scienty,* vol. 39, pp. 984-1004, 2024. |
| [2] | “Prothom Alo,” 1 11 2024. [Online]. |
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