

Q.1 Write M.S. word short cut commands.

Ans.

1.	Copy	ctrl + c
2.	Cut	ctrl + x
3.	Paste	ctrl + v
4.	Select all	ctrl + a
5.	Undo	ctrl + z
6.	Redo	ctrl + y
7.	Bolt	ctrl + b
8.	Italic	ctrl + i
9.	Underline	ctrl + u
10.	Size increase	ctrl +]
11.	Size decrees	ctrl + [
12.	Find	ctrl + f
13.	Save	ctrl + s
14.	New doc.	ctrl + n
15.	Left alignment of content	ctrl + L
16.	Right alignment of content	ctrl + r
17.	Centre alignment of content	ctrl + e
18.	Create a non breaking space	ctrl + shift + spacebar
19.	Open the Word Count dialog box	ctrl + y
20.	A Create a new document.	ctrl + n
21.	Open a document.	ctrl + o
22.	Close a document.	ctrl + w
23.	Split the document window.	alt + ctrl + s
24.	Remove the document window split.	alt + shift + c or alt+ctrl +s
25.	Print a document.	ctrl + p
26.	Switch to print preview	alt + ctrl + i
27.	Move around the preview page when zoomed in	arrow keys
28.	Move by one preview page when zoomed out	page up or page down
29.	Move to the first preview page when zoomed out	ctrl + home
30.	Move to the last preview page when zoomed out	ctrl + end
31.	Mark a table of contents entry	alt + shift + o
32.	Mark a table of authorities entry (citation)	alt + shift + i
33.	Mark a table of authorities entry (citation)	alt + shift + x
34.	Insert a footnote	alt + shift + f
35.	Insert an endnote	alt + shift + d