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

Ans.

1. Cut - ctrl + x
2. Copy - ctrl + c
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