**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

**Q. Write the steps to open a M.S. word file by different ways.**

Ans.

**Way-1**

1. Click the ‘**Start**’ button at the bottom left corner of your screen.
2. Move your curser to ‘**All program**’, and search for ‘Microsoft office’.
3. Click on ‘**Microsoft office**’ and then, ‘**Microsoft word** **document’** in the next drop down menu.

**Way-2**

1. **Right** click on the desktop of your computer.
2. Click ‘**New**’ in the drop down menu.
3. Click ‘**Microsoft word document**’, from that you have a new word document on the desktop.
4. **Microsoft** click on that new document.

**Q. Write the steps to create and save a M.S. word file.**

Ans.

Steps to create a M.S. word file:

1. **Right** click on the desktop.
2. Click ‘**New**’ in the drop down menu.
3. Click ‘**Microsoft word document**’, from that you have a new word document on the desktop.

**Button image**Steps to save a M.S. word file:

1. Click the Microsoft office button**’** **‘**.
2. Then click **Save**, or press **CTRL+S**.
3. **Button image**Or, simply click the **floppy icon** right next to this [ ].