

Introduction

Keyboard Shortcuts	Functions
Ctrl + C	Copy the Selected text or Object
Ctrl + X	Cut the selected text or object
Ctrl + V	Paste the Copied text or Object
Ctrl + A	Select all text or All files and folder in a Parent folder
Ctrl + B	Make the Selected text as BOLD
Ctrl + I	Mark the selected text as <i>italic</i>
Ctrl + U	Mark the Selected text Underline
Ctrl + N	Open a New document or Window
Ctrl + S	Save the Current Document
Ctrl + O	Open another Document
Ctrl + P	Print the Document (Print option)
Ctrl + Z	Undo the Last Change you made
Ctrl + Shift + Z	Redo a change that you just undeed

Task#1

Ctrl + C && Ctrl + X && Ctrl + V

Islamabad is the [capital city](#) of [Pakistan](#), and is administered by the [Pakistani federal government](#) as part of the [Islamabad Capital Territory](#). It is the [ninth-largest city](#) in Pakistan.[6] Built as a [planned city](#) in the 1960s, it replaced [Karachi](#) as Pakistan's capital. Islamabad is noted for its high standards of living safety, cleanliness,

Ctrl + C & Ctrl + V

Islamabad is noted for its high standards of living safety, cleanliness, peacefulness and abundant greenery.

Ctrl + X & Ctrl + V

peacefulness and abundant greenery|

Task#2

Ctrl + A

Islamabad is the capital city of Pakistan and is administrated by the Government of Pakistan as federal city under Islamabad Capital Territory
It is a great spot for tourists as it represents Pakistan.

Ctrl + C & Ctrl + V
Islamabad Capital Territory

Ctrl + X & Ctrl + V
on the International Level

Task#3

Ctrl + B

**Islamabad is the capital city of Pakistan and is administrated by the Government of Pakistan as federal city under Islamabad Capital Territory
It is a great spot for tourists as it represents Pakistan.**

**Ctrl + C & Ctrl + V
Islamabad Capital Territory**

**Ctrl + X & Ctrl + V
on the International Level**

Task#4

Ctrl + I

*Islamabad is the capital city of Pakistan and is administrated by the Government of Pakistan as federal city under Islamabad Capital Territory
It is a great spot for tourists as it represents Pakistan.*

Ctrl + C & Ctrl + V
Islamabad Capital Territory

Ctrl + X & Ctrl + V
on the International Level

|

Task#5

Ctrl + U

*Islamabad is the capital city of Pakistan and is administrated by the Government of Pakistan as federal city under Islamabad Capital Territory
It is a great spot for tourists as it represents Pakistan.*

Ctrl + C & Ctrl + V
Islamabad Capital Territory

Ctrl + X & Ctrl + V
on the International Level

S

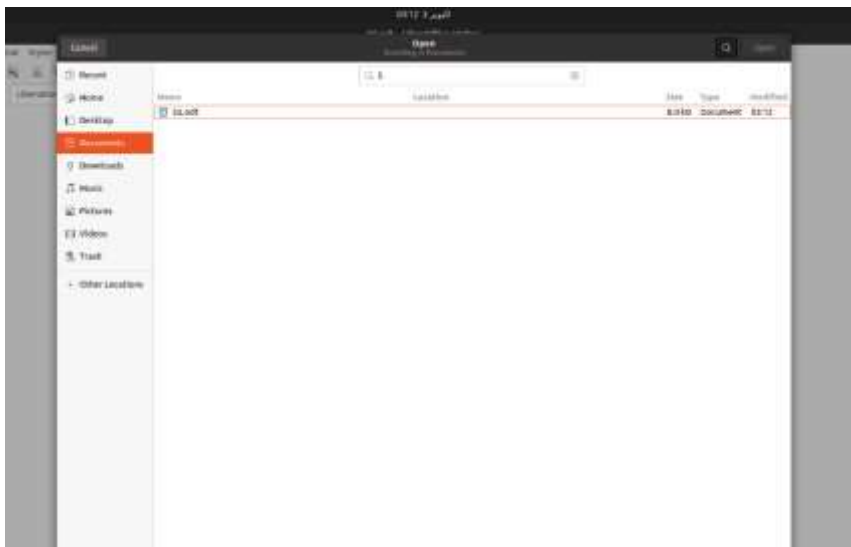
Task#6

Ctrl + S



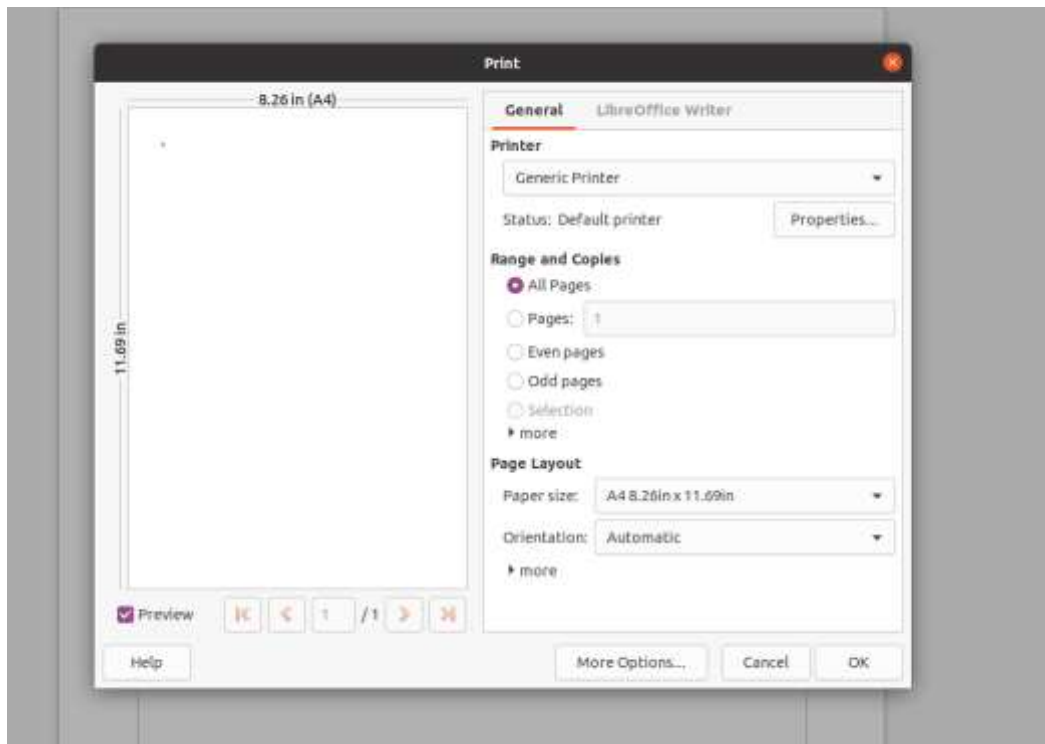
Task#7

Ctrl + O



Task#8

Ctrl + P



Task#10

Ctrl + Z

