SAI COMPUTER EDUCATION POINT

(Education Is The Way To Real Freedom)

List of Shortcut Keys

CTRL + A   To select the complete text

CTRL + B   To make the text bold

CTRL + C   To copy the text

CTRL + D   To open font option

CTRL + E   To keep the text in the center

CTRL + F   To find the text

CTRL + G   To use go to option

CTRL + H   To replace the text

CTRL + I   To make the text italic

CTRL + J   To justify the text

CTRL + K   To establish a hyperlink

CTRL + L   To keep the text in the left

CTRL + M   To set the tab button

CTRL + N   To take a blank document

CTRL + O   To open the file

CTRL + P   To print the file

CTRL + Q   To always keep the alignment left

CTRL + R   To keep the text in the right

CTRL + S   To save the file

CTRL + T   To set the tab button

CTRL + U   To underline the text

CTRL + V   To paste the text

CTRL + X   To cut the text or an object

CTRL + Y   To redo the last action

CTRL + Z   To undo the last action