Tinyans

Computer Shortcut Keys A to Z PDF

	IASIC SHORTCUT KEYS
Alt + F	File menu options in purrent program
All + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl - A.	Select all text
Ctd - X	Out selected item
Shift + Del	Cut selected item
Ctrl - C	Copy selected item
Ctrt + Ind	Copy selected item
Ctrl + V	Poste
Shift + Ins	Posto
Home	Go to beginning of pursent line
Ctrl + Home	Ge to beginning of document
End	Go to end of oursett line
Ctd - End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + Bed	Highlight from current position to end of line
Ctrl +	Move one word to the left at a time.
Ctd	Move one word to the right at a time

MICROSOFT" WINDOWS" SHORTCUT KEYS

Aft + Tab Switch between open applications
Aft + Switch backwards between open applications
applications

All + Print Create screen shot for current program

Screen
Ctrl + Alt + Del. Reboot/Windows* task manager

Ctrl + Esc Bring up start menu

Aft • Esc Switch between applications on taskbar P2 Bename selected icon

F3 Start find from deaktop

F4 Open the drive selection when browsing

F5 Refresh contents
Alt • F4 Close current open program

Ctrl - F4 Close window in program

Ctrl - Plus Automatically adjust widths of all polymos

Key in Windows Explorer

All • Enter Open properties window of selected icon or program

Shift + P10 Simulate right-click on selected from Shift + Del Delete programs/files permanently

Holding Shift. Boot sate mode or bypass system files

Paiding State When putting in an audio CD, will prevent During Bootup CD Player from playing

WENKEY - U

建筑器设置的 声 L

WINKEY SHORTCUTS

WINKEY - D Bring desisting to the top of other windows WINKEY - M Minimize all windows WINKEY -Undo the reinlimize done by WINKEY + M. SHIFT - MI and WINKEY . D WINKEY - E Open Microsoft Explorer WINKEY a Tab. Cardle through open programs on tookhor. WINKEY - F Display the Windows! Search/Find feature WINKEY -Display the search for computers window WINKEY - FT Display the Microsoft* Windows* help Open the sun window WINKEY - E WINKEY -Open the system properties window Parasa (Break)

Open utility manager

Look the computer (Windows XP* & later)

W	ORD SHORTCUT KEYS
Cort + A	Select all contents of the page
Cartie B	Bold highlighted selection
CHIC	Copy selected text
Christian X	Out selected text
CHAN	Open newblank document
Cort + O	Open options
Ord + P	Open the print window
Cort + F	Open find box
Chillian I.	Italicize highlighted selection
Carl + K	Insert link
Ctrt + U	Underline highlighted selection
Cort i V	Poste
CON I Y	Rado the last action performed
C01+2	Undo last action
Cort + G	Find and replace options
Cort + H	Find and replace options
Clot + J	Justily paragraph alignment
CM + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Carl + E	Align selected text or line to the center
Cort + R	Align selected text or line to the right
Cart + B	Incient the paragraph
Cod + T	Hanging Indont
Cort + D	Fort options
Chit + SMR + F	Change the fant
CM+SMN+s	Increase selected fast -1
Cot + 1	increase selected fort +1
CM - SME++	Decrepso selected fort -1
Cost + [Decrease selected fast -1
C16 + SS(R + 5)	View or hide not printing characters
Cost + +	Move one word to the left
C04 + ->	Move one word to the right
Corl + T	Move to beginning of the line or paragraph
Cost + 4	Move to the end of the paragraph
Ctrl + Oal	Delete word to right of cursor
Chri - Gadkapace	Delete ward to left of aurear
Carl + Bad	Move cursor to end of document
Ciri + Horne	Move cursor to beginning of document
Chri + Spece	Reset highlighted test to default foot
Old + 1	Single-space lines
Citri + 2	Double-space fines
Clirt + 5	1.5-line spacing
Cod + A0 10	
Corl + Alt + 2	
Cod + Alt + 3	Change text to helading 3
F1	Open help
Shift + F3	Change case of selected text
Shift a locart	Poste
FI	Repeat last action performed (Ward 2000m).
F7	Spell check selected text oridior document
SMH - F7	Activate the freenurus
F12	Sove as
Ctri + 5	Sove
Shift 4 F12	Save
AR - Shift - D	Insert the current date
AR + SHIR + T	Insert the current time

	XCEL SHORTOUT KEYS
F2	Edit the selected cell
P5	Go to a specific cell
F7.5	Spell check selected text and/or document.
FILE	Create chart
Out a Shift a p	Enter the current time
Ctri + :	Enter the current date
ARLESSAN - FT	Insert new worksheet
Shift - F3	Open the Excell formula window:
Shift of F5	Bring up search box
Cirt - A	Select all contents of worksheet
Ciril a D	Bold highlighted selection
Chilad	Italicize high lighted selection
Cirl - C	Copy selected text
Clobe V	Page
Cirl - D	Fit
Chila K	Insert link
Chille F	Open find and replace options
Chil + G	Open po-to options
Chille H	Open find and replace options
Cittle U	Underline highlighted selection
Chilly Y	Underline selected text
Chile 5	Strikethrough highlighted selection
Cirl + O	Onen potons
Ctrl + M	Open new document
Chile B	Open print dialog bax
Chila	Street and analog track
Chi + Z	Undo last action
Chil+Pa	Minimize purrent window
Citie F10	Maximize currently selected window
Chilla F6	Switch between open workbooks/windows
Ciri + Pege up	Move between Expel* workshoots in the
& Page Down	same document
Ctrl + Tob	Move between two or more open Excell files
48	Create formula to putn all of above cells
Cliff +	Insert value of above cell into current cell
Code Shift + 1	Format number in comma format
Civil a Shift a Si	Format number in outrency townst
Chile Shift and	Format number in riote tornat
Chille Shift - N.	Format number in perpentage format
Cod + Shirt + ^	Format number in scientific format
Chill - Shift - (b)	Format number in time format
Chile -	Move to next section of text
Ctrl - Space	Select entire column
Shift - Space	Select entire your
Citi e W	Close document
Control of the last of the las	NAMES OF STREET STREET

CU	TLOOK SHORTCUT KEYS	
ARES	Send the amail	
Ctrl + C	Copy selected text	
Ciri + X	Gut selected text	
Ctrl + P	Open print dialog box	
GM + K	Complete name/email typed in address bar	
Ctrl + B	Bold highlighted selection	
Ciri via	Italicize highlighted selection	
Ctrl + U	Underline highlighted selection.	
Ctrl + B	Rieply to an email	
Ctrl + F	Forward an ereal!	
Citi e M	Create a new email	
CONT - Shift - A	Create a new appointment to your calendar	
Cort + Shift + O	Open the outpox	
Curt + Shart + H	Open the inbox	
Curt - Shift - K	Add a new task	
Curl + Shirt + C	Create a new contact	
Cort - Shart J	Create a new journal entry	

Safari 1 Bk Computer Keys Read Lvl 5 6

Puja Mehta

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that focuses on whole foods and making ... Pin on gym-.- Participants chose their own goals, submitted before photos and followed either the DAMY Method, Bikini Body Program or DAMY Lifestyle Program. The winners ... J-Before-and-After-the-Bikini-Body-Program-by-Amy-Layne J's Bikini Body Program Weight Loss Transformation is here: www.damyhealth.com/2011/04/bikini-body-transformation/ Workout for Women: Fit at Home - Apps on Google Play Move now! A better me is approaching! Get fit with the women workout - female fitness app! Sweat 7 mins a day to get a perfect bikini body! Bikini Body Mommy 1,800+ relatable workouts • Easy to make recipes • Meal plans & Shopping lists • Workbooks & guides • LEARN: coaching library • Weekly LIVE coaching events • ... Intense Bikini Body Workout For Summer - YouTube Dani Elle Speegle (@dellespeegle) 2M Followers, 703 Following, 1042 Posts - See Instagram photos and videos from Dani Elle Speegle (@dellespeegle) BIKINI BODY WORKOUT - BIKINI SERIES - YouTube