

எத்தனையோ முறை கண்ட்ரோல் + எக்ஸ் மற்றும், கண்ட்ரோல் + வி இவகளைப் பயன்படுத்தியிருக்கிறோம். மலேம பல குறுக்கு வழிச் சாவிகள் உங்களுக்காக

## Shortcut Keys Description

Ctrl + A Select all contents of the page.

Ctrl + B Bold highlighted selection.

Ctrl + C Copy selected text.

Ctrl + D Open the font dialogue box.

Ctrl + E Aligns the line or selected text to the center of the screen.

Ctrl + F Open find box.

Ctrl + G Open find and replace box.

Ctrl + H Also opens find and replace box.

Ctrl + I Italicise highlighted selection.

Ctrl + J Justify (spread) the text across the page.

Ctrl + K Insert link.

Ctrl + L Aligns the line or selected text to the left of the screen.

Ctrl + M Indent the paragraph.

Ctrl + N Open a new document.

Ctrl + O Open a document stored on your hard drive.

Ctrl + P Open the print window.

Ctrl + R Aligns the line or selected text to the right of the screen.

Ctrl + S Saves the current document.

Ctrl + U Underline highlighted selection.

Ctrl + V Paste contents of clipboard.

Ctrl + W Closes the current document.

Ctrl + X Cut selected text.

Ctrl + Y Redo the last action performed.

Ctrl + Z Undo last action.

Ctrl + Shift + F Change the font.

Ctrl + Shift + > Increase selected font +1pts up to 12pt and then increases font +2pts.

Ctrl + ] Increase selected font +1pts.

Ctrl + Shift + < Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

Ctrl + [ Decrease selected font -1pts.

Ctrl + Shift + \* View or hide non printing characters.

Ctrl + <left arrow> Moves one word to the left.

Ctrl + <right arrow> Moves one word to the right.

Ctrl + <up arrow> Moves to the beginning of the line or paragraph.

Ctrl + <down arrow> Moves to the end of the paragraph.

Ctrl + Del Deletes word to right of cursor.

Ctrl + Backspace Deletes word to left of cursor.

Ctrl + End Moves the cursor to the end of the document.

Ctrl + Home Moves the cursor to the beginning of the document.

Ctrl + Spacebar Reset highlighted text to the default font.

Ctrl + 1 Single-space lines.

Ctrl + 2 Double-space lines.

Ctrl + 5 1.5-line spacing.

Ctrl + Alt + 1 Changes text to heading 1.

Ctrl + Alt + 2 Changes text to heading 2.

Ctrl + Alt + 3 Changes text to heading 3.

Ctrl + F1 Open the Task Pane.

F1 Open Help.

Alt + Ctrl + F2 Open new document.

Ctrl + F2 Display the print preview.

Shift + F3 Change the text from upper to lower case or a capital letter at the beginning of every word.

Shift + Insert Paste.

F4 Repeat the last action performed.

F5 Open the find, replace, and go to window in Microsoft Word.

Ctrl + Shift + F6 Opens to another open Microsoft Word document.

F7 Spell and grammar check selected text and/or document.

Shift + F7 Runs a Thesaurus check on the word highlighted.

F12 Save as.

Shift + F12 Save.

Ctrl + Shift + F12 Prints the document.

Alt + Shift + D Insert the current date.

Alt + Shift + T Insert the current time.

**50+** ஸ்கோர் ஸ்கோர் ஸ்கோர் ஸ்கோர் ஸ்கோர்

Written by

Monday, 04 August 2008 16:24 -

---

<http://tamizh2000.blogspot.com/2008/07/50.html>