

## List of Important Computer Shortcut Keys for Government Exams

Given below is a list of shortcut keys which are commonly used to give instructions to the computer through a keyboard. Questions based on the same may be asked in the upcoming Government exams.

| Computer Shortcut Keys |               |  |
|------------------------|---------------|--|
| S.No.                  | Shortcut Keys | Function   |
| 1                      | Alt+F         | Displays the File menu options   |
| 2                      | Alt+E         | Opens the Edit options   |
| 3                      | Alt+Tab       | Switch between open programs   |
| 4                      | F1            | Used by every Windows program for Help                                   |
| 5                      | F2            | To Rename a selected file  |
| 6                      | F5            | Refresh the page or current window                                       |
| 7                      | Ctrl+D        | To Bookmarks the current page (for most Browsers)                        |
| 8                      | Ctrl+N        | Create a new or blank document or open a new tab in the Internet Browser |
| 9                      | Ctrl+O        | To Open a file   |
| 10                     | Ctrl+A        | Select the entire text at once   |
| 11                     | Ctrl+B        | Change the text to Bold  |
| 12                     | Ctrl+I        | Change the Text to Italics   |
| 13                     | Ctrl+U        | Underline the selected text  |
| 14                     | Ctrl+S        | Save the file or document you are working on                             |
| 15                     | Ctrl+X        | Cut selected part of the text or image                                   |
| 16                     | Shift+Del     | Remove the selected items  |
| 17                     | Ctrl+C        | To copy the text or image  |

|    |                         |   |
|----|-------------------------|---|
| 18 | Ctrl+V                  | To Paste                                  |
| 19 | Ctrl+Y                  | Redo last action                          |
| 20 | Ctrl+Z                  | Undo last action                          |
| 21 | Ctrl+K                  | Insert hyperlink for selected text.       |
| 22 | Ctrl+P                  | To print the document                     |
| 23 | Home                    | Moves the beginning of the current line   |
| 24 | Ctrl+Home               | Moves to the beginning of the document    |
| 25 | End                     | Moves to the end of the line              |
| 27 | Ctrl+End                | Moves to the end of the document          |
| 28 | Ctrl+Left arrow         | Moves one word to the left at a time.     |
| 29 | Ctrl+Right arrow        | Moves one word to the right at a time.    |
| 30 | Alt+F4                  | To close the program currently active     |
| 31 | Alt+Enter               | Open the properties for the selected item |
| 32 | Ctrl + Shift + Spacebar | Create a non-breaking space               |
| 33 | Ctrl + Shift+ <         | Decrease font size one value              |
| 34 | Ctrl + Shift + >        | Increase the font size one value          |
| 35 | Ctrl + [                | Increase the font size by 1 point         |
| 36 | Ctrl + ]                | Decrease the font size by 1 point         |
| 37 | Ctrl + Spacebar         | Remove paragraph or character formatting  |
| 38 | Ctrl + Alt + V          | Paste special                             |
| 39 | Ctrl + Shift + V        | Paste formatting only                     |
| 40 | Ctrl+F10                | Maximise the document window              |
| 41 | Ctrl + Shift + T        | Enter the current time                    |
| 42 | Ctrl + ;                | Enter the current date                    |

|    |                  |  |
|----|------------------|--|
| 43 | Shift + F3       | Open the Excel formula window                                    |
| 44 | Shift + F5       | Bring up search box.   |
| 45 | Ctrl + F9        | Minimise current workbook  |
| 46 | Ctrl + F10       | Maximise currently selected workbook                             |
| 47 | Ctrl + F6        | Switch between open workbooks/window                             |
| 48 | Ctrl + Page Down | Move between Excel worksheets in the same Excel document         |
| 49 | Ctrl + Tab       | Move between two or more open Excel files                        |
| 50 | Ctrl + Page Up   | Move between Excel worksheet in the same Excel document          |
| 51 | Alt + =          | Create a formula to sum all of the cells                         |
| 52 | Ctrl + '         | Insert the value of the above cell into cell currently selected. |
| 53 | Ctrl + Arrow key | Move to next section to text                                     |
| 54 | Ctrl + Space     | Select entire column   |
| 55 | Shift + Space    | Select entire row  |
| 56 | Ctrl+L           | To left-align the selected text                                  |
| 57 | Ctrl+R           | To right-align the selected text                                 |
| 58 | Ctrl+J           | To justify the selected text                                     |
| 59 | Ctrl+E           | To centre align the text   |
| 60 | Ctrl+Del         | To delete the word to the right                                  |
| 61 | Shift+Del        | To permanently delete a file                                     |

For other Computer Awareness preparation topics, candidates can refer to the below mentioned links:

|  |   |
|--|---|
| <a href="#">Fundamentals of Computer</a>                   | <a href="#">Computer Abbreviations</a>        |
| <a href="#">10 Important Computer Terms for Bank Exams</a> | <a href="#">High Level Computer Languages</a> |