

## NIOS Data Entry Ch 3 Basic of Word Processing Part 3

### Exit Word Program:

When finished your work in Word and closing all the files, you can quit the Word program by selecting Office Button→Exit command on the menu bar.

*Open a file CTRL + O*

*New file CTRL + N*

*Close a file CTRL + W*

*Save As F12*

*Save CTRL + S or SHIFT + F12*

*Print Preview CTRL + F2*

*Print CTRL + P*

*Show/Hide paragraph symbols CTRL + \**

*Spelling and grammar F7*

*Help F1*

*Find CTRL + F*

*Replace CTRL + H*

*Go To CTRL + G*

*Select all – entire document CTRL + A*

*Select from cursor to beginning of line SHIFT + Home*

*Select from cursor to end of line SHIFT + END*

*Go to beginning of line HOME*

*Go to end of line END*

*Go to beginning of document CTRL + Home*

*Go to end of document CTRL + End*

*Cut CTRL + X*

*Copy CTRL + C*

*Paste CTRL + V*

*Undo CTRL + Z*

*Redo CTRL + Y*

*Format painter CTRL + SHIFT + C*

*Left alignment CTRL + L*

*Center alignment CTRL + E*

*Right alignment CTRL + R*

*Justified CTRL + J*

*Delete previous word CTRL + Backspace*

*Apply bulleted list CTRL + SHIFT + L*

*Indent CTRL + M*

*Page break CTRL + Enter*

*Font face CTRL + SHIFT + F*

*Font size CTRL + SHIFT + P*

*Bold CTRL + B*

*Italics CTRL + I*

*Underline CTRL + U*

*Double underline CTRL + SHIFT + D*

*Word underline CTRL + SHIFT + W*

*All caps CTRL + SHIFT + A*

*Change case SHIFT + F3*

*Subscript CTRL+ =*

*Superscript CTRL + SHIFT+ =*

*Make web hyperlink CTRL + K*

*Go to next cell Tab*

*Go to previous cell SHIFT + Tab*

*Go to beginning of column ALT + PageUp*

*Highlight to beginning of column ALT + SHIFT + PageUp*

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*Go to end of column ALT + PageDown*

*Highlight to end of column ALT + SHIFT + PageDown*

*Go to beginning of row ALT + Home*

*Highlight to beginning of row ALT + SHIFT + Home*

*Go to end of row ALT + End*

*Highlight to end of row ALT + SHIFT + End*

*Column break CTRL + SHIFT + Enter*

*Copyright © ALT + CTRL + C*

*Date field ALT + SHIFT + D*

*Go to footnotes ALT + CTRL + F*

*Show/Hide ¶ CTRL + SHIFT + 8*

*Thesaurus SHIFT + F7***Note:** A plus sign indicates that the keys need to be pressed at the same time.

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