Chapter - 8

ऍम एस वर्ड 2013 की बेसिक शॉर्टकट कीस

(All Shortcut Keys of MS Word 2013)

इस पोस्ट में आपको MS Word 2013 से सम्बंधित सभी कीबोर्ड शॉर्टकट दी गई है। क्योकि आप अपने कंप्यूटर पर shortcut keys के माध्यम से बहुत ही तेजी और आसानी से कार्य कर सकते हैं|

Frequently used shortcuts (अक्सर इस्तेमाल होने वाली Shortcut Keys)

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Decrease font size 1 point	Ctrl+[
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y

Zoom	Alt+W, Q, then tab in Zoom dialog box to the value you want.

Create and edit documents

To do this	Press
Create a new document.	Ctrl+N
Open a document.	Ctrl+O
Close a document.	Ctrl+W
Split the document window.	Alt+Ctrl+S
Remove the document window split.	Alt+Shift+C or Alt+Ctrl+S
Save a document.	Ctrl+S

Work with Web Content

To do this	Press
Insert a hyperlink.	Ctrl+K
Go back one page.	Alt+Left Arrow
Go forward one page.	Alt+Right Arrow
Refresh.	F9

Print and Preview Documents

To do this	Press
Print a document.	Ctrl+P
Switch to print preview.	Alt+Ctrl+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	Page Up or Page Down
Move to the first preview page when zoomed out.	Ctrl+Home
Move to the last preview page when zoomed out.	Ctrl+End

Check Spelling and review changes in a Document

To do this	Press
Insert a comment (in the Revision task pane).	Alt+R, C
Turn change tracking on or off.	Ctrl+Shift+E
Close the Reviewing Pane if it is open.	Alt+Shift+C
Select Review tab on ribbon.	Alt+R, then Down Arrow to move to commands on this tab.
Select Spelling & Grammar	Alt+R, S

Find and Replace and Go to specific items in the Document

To do this	Press
Open the search box in the Navigation task pane.	Ctrl+F
Replace text, specific formatting, and special items.	Ctrl+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	Ctrl+G
Switch between the last four places that you have edited.	Alt+Ctrl+Z

Use the Keyboard to Move around in a Document

To move	Press
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl+Left Arrow
One word to the right	Ctrl+Right Arrow
One paragraph up	Ctrl+Up Arrow
One paragraph down	Ctrl+Down Arrow
One cell to the left (in a table)	Shift+Tab

To move	Press
One cell to the right (in a table)	Tab
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
To the top of the window	Alt+Ctrl+Page Up
To the end of the window	Alt+Ctrl+Page Down
Up one screen (scrolling)	Page Up
Down one screen (scrolling)	Page Down
To the top of the next page	Ctrl+Page Down
To the top of the previous page	Ctrl+Page Up
To the end of a document	Ctrl+End
To the beginning of a document	Ctrl+Home
To a previous revision	Shift+F5

Insert or Mark table of Content, Footnotes and citations

To do this	Press
Mark a table of contents entry.	Alt+Shift+O
Mark a table of authorities entry (citation).	Alt+Shift+I
Mark an index entry.	Alt+Shift+X
Insert a footnote.	Alt+Ctrl+F
Insert an endnote.	Alt+Ctrl+D

Work with documents in different views

To do this	Press
Switch to Read Mode view	Alt+W, F

To do this	Press
Switch to Print Layout view.	Alt+Ctrl+P
Switch to Outline view.	Alt+Ctrl+O
Switch to Draft view.	Alt+Ctrl+N

Move through the Document in Read Mode view

To do this	Press
Go to beginning of document.	Home
Go to end of document.	End
Go to page n.	n (n is the page number you want to go to), Enter
Exit Read mode.	Esc