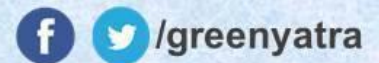


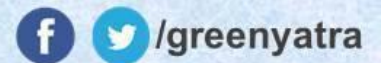
Basic PC shortcut keys

- **Alt/F10:** Activates menu bar.
- **Ctrl + A:** Select all text.
- **Ctrl + X/Shift + Del:** Cut selected item.
- **Ctrl + C/Ctrl + Ins:** Copy selected item.
- **Ctrl + V/Shift + Ins:** Paste.
- **Ctrl + P:** Print.
- **Ctrl + S:** Save.
- **F5:** Refresh.
- **Ctrl + Alt + Del:** Restart system/open task manager.
- **Del:** Delete selected item.
- **Esc:** Terminate most of the operations.
- **Enter:** Execute a program.
- **Home/End:** Goes to beginning/end of current line.
- **Tab/Shift + Tab:** Select the next/previous item.
- **Page up/page down:** Goes to the top/bottom of the document/window.
- **Ctrl + Z/Ctrl + Y:** Undo/Redo.



Basic PC shortcut keys

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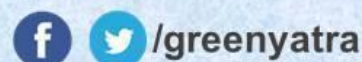
MS-Excel shortcut keys

PARTICULARS

- APPLIES NUMBER FORMAT
- APPLIES CURRENCY FORMAT
- APPLIES PERCENTAGE FORMAT
- APPLIES EXPONENTIAL FORMAT
- APPLIES GENERAL NO. FORMAT
- APPLIES TIME FORMAT
- APPLIES DATE FORMAT
- APPLIES OUTLINE BORDER
- REMOVE OUTLINE BORDER

KEYS

- CTRL + SHIFT + !
- CTRL + SHIFT + \$
- CTRL + SHIFT + %
- CTRL + SHIFT + ^
- CTRL + SHIFT + ~
- CTRL + SHIFT + @
- CTRL + SHIFT + #
- CTRL + SHIFT + &
- CTRL + SHIFT + _



Shortcut keys	Description
Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backward between open applications
Alt + Spacebar + N	Minimize active window
Alt + PrintScrn	Create screen shot for current program
Ctrl + Alt + Delete	Reboot / Windows Task Manager
Ctrl + shift + Tab	To move different open tabs in any browser
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Delete	Delete programs / files permanently

MICROSOFT® WINDOWS® SHORTCUT KEYS

Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
holding Shift during Bootup	Boot safe mode or bypass system files
holding Shift during Bootup	When putting in an audio CD, will prevent CD Player from playing

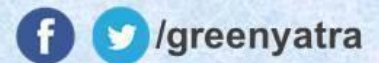
BASIC SHORTCUT KEYS

Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time



MS-Word shortcut keys (c..)

- Shift + F3: Change case (Upper/Lower/Title).
- Shift + Insert: Paste.
- F4: Repeat the last action performed (Word 2000+)
- F5: Open the find, replace, and go to window.
- 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 (byword) 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.
- Ctrl + F2: Display the print preview.
- Ctrl + Shift + F9: Remove the hyperlink of selected item.



Windows shortcut keys (c..)

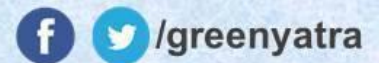
- **WINKEY:** Open Start.
- **WINKEY + D:** Brings the desktop to the top of all other windows.
- **WINKEY + M:** Minimizes all windows.
- **WINKEY + SHIFT + M:** Undo the minimize done by WINKEY + M and WINKEY + D.
- **WINKEY + E:** Open Microsoft Explorer.
- **WINKEY + Tab:** Cycle through open programs through the taskbar.
- **WINKEY + F:** Display the Windows Search / Find feature.
- **WINKEY + CTRL + F:** Display the search for computers window.
- **WINKEY + F1:** Display the Microsoft Windows help.
- **WINKEY + R:** Open the run window.
- **WINKEY + Pause/Break key:** Open the system properties window.
- **WINKEY + U:** Open Utility Manager.
- **WINKEY + L:** Lock the computer (Windows XP and above only).
- **Num Lock for 5 seconds:** Turn toggle key on/off (make sound).
- **Ctrl + Mouse scroll wheel:** Zoom in/Zoom out.

Windows shortcut keys (c..)

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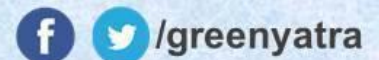
How to create own short key

- Open the folder or directory that contains the program you wish to create a shortcut for.
- Right-click on the program and click Create Shortcut.
- This will create a shortcut in the directory you are in. If you wish to rename this shortcut, right-click the file and click rename.
- Cut this shortcut and paste it anywhere to execute this program.
- Right-click the shortcut and click Properties.
- Click the Shortcut tab.
- Click in the Shortcut key box and press a letter. For example, if you press "G" the shortcut key will automatically be made Ctrl + Alt + G.
- Now click on Apply and then OK.
- Now use Ctrl + Alt + G to open that program.



IE/Mozilla shortcut keys

- Alt + Left Arrow/Backspace: Back a page.
- Alt + Right Arrow: Forward a page.
- F5/Ctrl + R: Refresh current page, frame, or tab.
- F11: Display the current website in full screen mode. Pressing F11 again will exit this mode.
- Esc: Stop page or download from loading.
- Ctrl + (- or +) - Increase or decrease the font size, pressing '-' will decrease and '+' will increase.
- Ctrl + Enter: Quickly complete an address. For example, type microsoft in the address bar and press CTRL + ENTER to get <http://www.microsoft.com>.
- Ctrl + D: Add a Favorite for the page currently opened.
- F4: Opens the drive selection when browsing.
- Ctrl + I: Display available bookmarks.
- Ctrl + N: Open New browser window.
- Ctrl + H: Open the History bar.

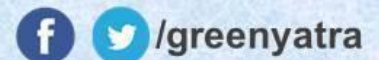


MS-Excel shortcut keys

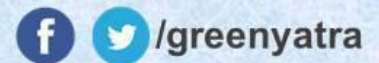
- **F2:** Edit the selected cell.
- **F5:** Ask for a specific cell. For example, C6.
- **F7:** Spell check selected text and/or document.
- **F11:** Create chart in a new tab.
- **Ctrl + Shift + ; -** Enter the current time.
- **Ctrl + ; -** Enter the current date.
- **Alt + Shift + F1:** Insert New Worksheet.
- **Shift + F3:** Open the Excel formula window.
- **Shift + F5/Ctrl + F:** Bring up search box.
- **Ctrl + A:** Select all contents of the worksheet.
- **Ctrl + B:** Bold highlighted selection.
- **Ctrl + I:** Italic highlighted selection.
- **Ctrl + K:** Insert link.
- **Ctrl + U:** Underline highlighted selection.
- **Ctrl + 5:** Strike through highlighted selection.

MS-Excel shortcut keys

- **F2:** Edit the selected cell.
- **F5:** Ask for a specific cell. For example, C6.
- **F7:** Spell check selected text and/or document.
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- **Alt + Shift + F1:** Insert New Worksheet.
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- **Shift + F5/Ctrl + F:** Bring up search box.
- **Ctrl + A:** Select all contents of the worksheet.
- **Ctrl + B:** Bold highlighted selection.
- **Ctrl + I:** Italic highlighted selection.
- **Ctrl + K:** Insert link.
- **Ctrl + U:** Underline highlighted selection.
- **Ctrl + 5:** Strike through highlighted selection.



- F7: Commonly used to spell check and grammar check a document in Microsoft office programs.
- F8: Generally used to enter the Windows start-up menu while booting.
- F9: Opens the Measurements toolbar in Quark 5.0 (DTP). Update the Inbox in Lotus Notes.
- F10: In Microsoft Windows activates the menu bar of an open application.
- F11: Full-screen mode in all modern Internet browsers.
- F12: Open the Save as window in Microsoft Word.



MS-Excel shortcut keys

PARTICULARS

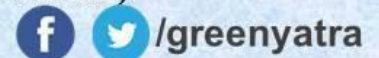
- DOWN FILL
- RIGHT FILL
- ENTER SUM FUNCTION IN CELL
- EURO SYMBOL
- CENT SYMBOL
- POUND SYMBOL
- YEN SYMBOL
- ENTER NEW LINE IN ACTIVE CELL
- CURRENT DATE
- CURRENT TIME
- SHOW FORMULA
- SELECT ENTIRE COLUMN
- SELECT ENTIRE ROW

KEYS

CTRL + D
CTRL + R
ALT + =
ALT + 0128
ALT + 0162
ALT + 0163
ALT + 0165
ALT + ENTER
CTRL + ;
CTRL + SHIFT + ;
CTRL + `
CTRL + SPACEBAR
SHIFT + SPACEBAR

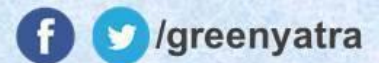
Windows shortcut keys

- **Alt + Tab:** Switch between open applications.
- **Alt + double-click:** Display the properties of the object.
- **Alt + Print Screen:** Create a screen shot only for the program you are currently in.
- **Ctrl + Print Screen/Print Screen:** Creates a screen shot of the entire screen
- **Ctrl + Alt + Del:** Reboot the computer and/or bring up the Windows task manager.
- **Ctrl + Shift + Esc:** Immediately bring up the Windows task manager.
- **Ctrl + Esc:** Bring up the Windows Start menu.
- **Alt + Esc:** Switch Between open applications on taskbar.
- **F3:** Starts find from desktop.
- **F5:** Refresh Contents to where you were on the page.
- **Shift + F10:** Same as right-click on selected item.
- **F4:** Select a different location to browse in the Windows Explorer toolbar.
- **Right Shift key for 8 seconds:** Turn filter key on/off (repeat rate).



MS-Word shortcut keys (c..)

- Ctrl + Del: Deletes one word to right of cursor.
- Ctrl + Backspace: Deletes one 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: Clear the format of highlighted text to the default.
- Ctrl + 1/2/5: 1.0/2.5/1.5 line spacing respectively.
- Ctrl + Alt + 1/2/3: Changes text to heading 1/2/3 respectively.
- Ctrl + F1: Open the Task Pane.
- F1: Open Help.
- Alt + Ctrl + F2: Open new document.
- Ctrl + Shift + >/< - Increase/decrease selected font +1pts up to 12pt and then increases font +2pts.
- Ctrl + left arrow/right arrow: Moves one word to the left/right.
- Ctrl + up arrow/down arrow: Moves up/down from the beginning of the line or paragraph.

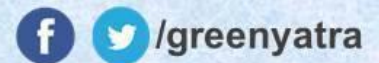


WINKEY SHORTCUTS

WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

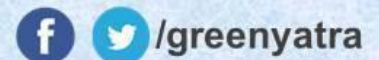
MS-Word shortcut keys

- Ctrl + B: Bold highlighted selection.
- Ctrl + E: Aligns the line or selected text to the center of the screen.
- Ctrl + F: Open find box.
- Ctrl + I: Italic highlighted selection.
- Ctrl + J: Aligns the selected text or line to justify the screen.
- Ctrl + K: Insert link.
- Ctrl + L: Aligns the line or selected text to the left of the screen.
- Ctrl + R: Aligns the line or selected text to the right of the screen.
- Ctrl + M: Indent the paragraph.
- Ctrl + T: Justification bar move right.
- Ctrl + U: Underline highlighted selection.
- Ctrl + Y: Redo the last action performed.
- Ctrl + Z: Undo last action.
- Ctrl + Shift + F: Change the font.
- Ctrl +]/[- Increase/decrease selected font +1pts.



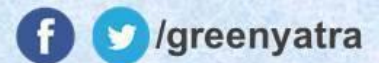
Run command shortcuts (c..)

- Remote Desktop: mstsc
- Services: services.msc
- Shut Down Windows: shutdown
- Sounds and Audio: mmsys.cpl
- System Properties: sysdm.cpl
- Task Manager: taskmgr
- Windows Update Launch: wupdmgr
- Wordpad: write
- MS-Word: winword
- MS-Excel: excel
- MS-Outlook: outlook
- MS-Powerpoint: powerpnt
- Microsoft Picture Manager: ois
- Windows Explorer: explorer
- Opens your home drive:
%homedrive%



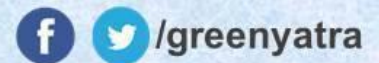
Run command shortcuts

- Calculator: calc
- Character Map: charmap
- Command Prompt: cmd
- Date and Time Properties: timedate.cpl
- Disk Cleanup Utility: cleanmgr
- Control Panel: control
- Display Properties: control desktop/desk.cpl
- Fonts: control fonts/fonts
- Internet Properties: inetcpl.cpl
- Log out Windows: logoff
- Network Connections: control netconnections/ncpa.cpl
- Notepad: notepad
- On Screen Keyboard: osk
- Printers and Faxes: control printers/printers
- Regional Settings: intl.cpl



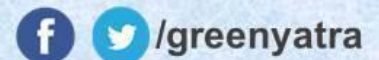
Outlook shortcut keys

- Home/End: Select the first/last contact in the list.
- Up/Down arrow: Move to the previous/next mail/card.
- Ctrl + Spacebar: Select/deselect the current card.
- Ctrl + Shift + up/down arrow: Selection of the previous/next card.
- Shift + page up/page down: Selection up to first/last page.
- Shift + Home/End: Same as above.
- Ctrl + Home/End: Move to the first/last mail/card.
- Left key/Right key: Collapse/Expand current section.
- Ctrl + Shift + D: Display new call dialog box.
- F11: Go to find contact box.



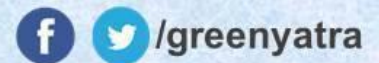
Function keys

- **F1: Universal help key, sometimes also used to open the Task Pane.**
- **F2: In Windows, commonly used to rename.**
- **F3: Often opens a search feature. Also generally used to cancel any running installation.**
- **F4: Open find window. Alt + F4 will close the program currently active in Microsoft Windows.**
- **F5: In all modern browsers, F5 refreshes/reload the page. Open the find/ replace/go to window in Microsoft Word. Starts a slideshow in PowerPoint.**
- **F6: Move the cursor to the Address bar in Internet Explorer and Mozilla Firefox. Used to save file in MS-DOS.**



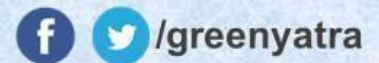
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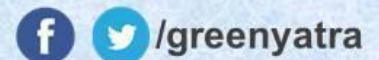
IE/Mozilla shortcut keys (c..)

- Shift + Enter: Complete a .net instead of a .com address (Mozilla).
- Ctrl + Shift + Enter: Complete a .org address (Mozilla).
- Ctrl + Shift + Del: Open the Clear Data window to quickly clear private data.
- Ctrl + J: Display the download window (Mozilla).
- Ctrl + F4/Ctrl + W: Closes the currently selected tab.
- Ctrl + Shift + T: Undo the close of a window (Mozilla).
- Ctrl + T: Opens a new tab.
- Ctrl + F4: Closes the currently selected tab.
- Ctrl + Tab: Moves through each of the open tabs.
- Alt + Down arrow: Display all previous text entered in a text box and/or available options on drop down menu.
- Alt + D: Highlights the text in the address bar.
- Ctrl + B: Open the Organize Favorites dialog box.
- Ctrl + E: Open the Search bar.
- Ctrl + F: Start the Find utility




















Windows shortcut keys (c..)

- **Alt + Enter:** Opens properties window of selected icon or program.
- **Shift + Del:** Delete files without throwing them into the Recycle bin.
- **Alt + Down arrow:** Display all available options on drop down menu.
- *** (on the keypad):** Expands all folders on the currently selected folder or drive in Windows Explorer.
- **+ (on the keypad):** Expands only the currently selected folder in Windows Explorer.
- **- (on the keypad):** Collapses the currently selected folder in Windows Explorer.
- **Alt + F4:** Closes Current open program.
- **Ctrl + F4:** Closes single window in Program.
- **F6:** Move cursor to different Windows Explorer pane (similar as tab).
- **Alt + Spacebar:** Drops down the main window control menu.
- **Left Alt + Left Shift + PrtScr:** Turn high contrast on/off.
- **Left Alt + Left Shift + Num Lock:** Turn mouse key on/off.
- **Shift 5 times:** Turn sticky key on/off (no need to press keys together).
- **Shift when you insert CD:** Stop automatically play.



WORD® SHORTCUT KEYS		EXCEL® SHORTCUT KEYS	
Ctrl + A	Select all contents of the page	F2	Edit the selected cell
Ctrl + B	Bold highlighted selection	F5	Go to a specific cell
Ctrl + C	Copy selected text	F7	Spell check selected text and/or document
Ctrl + X	Cut selected text	F11	Create chart
Ctrl + N	Open new/blank document	Ctrl + Shift + ;	Enter the current time
Ctrl + O	Open options	Ctrl + ;	Enter the current date
Ctrl + P	Open the print window	Alt + Shift + F1	Insert new worksheet
Ctrl + F	Open find box	Shift + F3	Open the Excel® formula window
Ctrl + I	Italicize highlighted selection	Shift + F5	Bring up search box
Ctrl + K	Insert link	Ctrl + A	Select all contents of worksheet
Ctrl + U	Underline highlighted selection	Ctrl + B	Bold highlighted selection
Ctrl + V	Paste	Ctrl + I	Italicize highlighted selection
Ctrl + Y	Redo the last action performed	Ctrl + C	Copy selected text
Ctrl + Z	Undo last action	Ctrl + V	Paste
Ctrl + G	Find and replace options	Ctrl + D	Fill
Ctrl + H	Find and replace options	Ctrl + K	Insert link
Ctrl + J	Justify paragraph alignment	Ctrl + F	Open find and replace options
Ctrl + L	Align selected text or line to the left	Ctrl + G	Open go-to options
Ctrl + Q	Align selected paragraph to the left	Ctrl + H	Open find and replace options
Ctrl + E	Align selected text or line to the center	Ctrl + U	Underline highlighted selection
Ctrl + R	Align selected text or line to the right	Ctrl + Y	Underline selected text
Ctrl + M	Indent the paragraph	Ctrl + S	Strikethrough highlighted selection
Ctrl + T	Hanging indent	Ctrl + O	Open options
Ctrl + D	Font options	Ctrl + N	Open new document
Ctrl + Shift + F	Change the font	Ctrl + P	Open print dialog box
Ctrl + Shift + >	Increase selected font +1	Ctrl + S	Save
Ctrl +]	Increase selected font +1	Ctrl + Z	Undo last action
Ctrl + Shift + <	Decrease selected font -1	Ctrl + F9	Minimize current window
Ctrl + [Decrease selected font -1	Ctrl + F10	Maximize currently selected window
Ctrl + Shift + *	View or hide non printing characters	Ctrl + F6	Switch between open workbooks/windows
Ctrl + ←	Move one word to the left	Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + →	Move one word to the right	Ctrl + Tab	Move between two or more open Excel® files
Ctrl + ↑	Move to beginning of the line or paragraph	Alt + =	Create formula to sum all of above cells
Ctrl + ↓	Move to the end of the paragraph	Ctrl + '	Insert value of above cell into current cell
Ctrl + Del	Delete word to right of cursor	Ctrl + Shift + !	Format number in comma format
Ctrl + Backspace	Delete word to left of cursor	Ctrl + Shift + \$	Format number in currency format
Ctrl + End	Move cursor to end of document	Ctrl + Shift + #	Format number in date format
Ctrl + Home	Move cursor to beginning of document	Ctrl + Shift + %	Format number in percentage format
Ctrl + Space	Reset highlighted text to default font	Ctrl + Shift + ^	Format number in scientific format
Ctrl + 1	Single-space lines	Ctrl + Shift + @	Format number in time format
Ctrl + 2	Double-space lines	Ctrl + →	Move to next section of text
Ctrl + 5	1.5-line spacing	Ctrl + Space	Select entire column
Ctrl + Alt + 1	Change text to heading 1	Shift + Space	Select entire row
Ctrl + Alt + 2	Change text to heading 2	Ctrl + W	Close document
Ctrl + Alt + 3	Change text to heading 3		
F1	Open help	OUTLOOK® SHORTCUT KEYS	
Shift + F3	Change case of selected text	Alt + S	Send the email
Shift + Insert	Paste	Ctrl + C	Copy selected text
F4	Repeat last action performed (Word 2000+)	Ctrl + X	Cut selected text
F7	Spell check selected text and/or document	Ctrl + P	Open print dialog box
Shift + F7	Activate the thesaurus	Ctrl + K	Complete name/email typed in address bar
F12	Save as	Ctrl + B	Bold highlighted selection
Ctrl + S	Save	Ctrl + I	Italicize highlighted selection
Shift + F12	Save	Ctrl + U	Underline highlighted selection
Alt + Shift + D	Insert the current date	Ctrl + R	Reply to an email
Alt + Shift + T	Insert the current time	Ctrl + F	Forward an email
Ctrl + W	Close document	Ctrl + N	Create a new email
		Ctrl + Shift + A	Create a new appointment to your calendar
		Ctrl + Shift + O	Open the outbox
		Ctrl + Shift + I	Open the inbox
		Ctrl + Shift + K	Add a new task
		Ctrl + Shift + C	Create a new contact
		Ctrl + Shift + J	Create a new journal entry

Microsoft  Keyboard Shortcuts

	Open or close the Start menu
 +D	Display the desktop
 +E	Open Computer
 +F	Search for a file or folder
 +G	Cycle through Sidebar gadgets
 +L	Lock your computer (if you are connected to a network domain), or switch users (if you're not connected to a network domain)
 +M	Minimize all windows
 +R	Open the Run dialog box
 +T	Cycle through programs on the taskbar
 +U	Open Ease of Access Center
 +X	Open Windows Mobility Center
 +TAB	Cycle through programs on the taskbar by using Windows Flip 3-D
 +BREAK	Display the System Properties dialog box
 +SPACEBAR	Bring all gadgets to the front and select Windows Sidebar
 +SHIFT+M	Restore minimized windows to the desktop
CTRL+  +F	Search for computers (if you are on a network)
CTRL+  +TAB	Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D

MS-Excel shortcut keys

PARTICULARS

- EDIT THE ACTIVE CELL
- CREATE A CHART
- INSERT CELL COMMENT
- FUNCTION DIALOGUE BOX
- INSERT A NEW WORKSHEET
- NAME MANAGER DIALOGUE BOX
- VISUAL BASIC EDITOR
- MACRO DIALOGUE BOX
- HIDE THE SELECTED COLUMNS
- UNHIDE THE COLUMNS
- HIDE THE SELECTED ROWS
- UNHIDE THE ROWS
- SELECT ALL CELLS WITH COMMENT

KEYS

- F₂
- F₁₁
- SHIFT + F₂
- SHIFT + F₃
- SHIFT + F₁₁
- CTRL + F₃
- ALT + F₁₁
- ALT + F₈
- CTRL + 0
- CTRL + SHIFT + 0
- CTRL + 9
- CTRL + SHIFT + 9
- CTRL + SHIFT + O



HOW TO MAKE SYMBOLS WITH KEYBOARD

- Alt + 0153..... ™... trademark symbol
- Alt + 0169.... ©.... copyright symbol
- Alt + 0174..... ®....registered trademark symbol
- Alt + 0176 ...°.....degree symbol
- Alt + 0177 ...±.....plus-or minus sign
- Alt + 0182 ...¶.....paragraph mark
- Alt + 0190 ...¾....fraction, three-fourths
- Alt + 0215 ...×.....multiplication sign
- Alt + 0162...¢....the cent sign
- Alt + 0161.....¡..... upside down exclamation point
- Alt + 0191.....¿..... upside down question mark
- Alt + 1..... ☺.....smiley face
- Alt + 2 ☹.....bla ck smiley face
- Alt + 15.....☼.....su n
- Alt + 12.....♀.....f emale sign
- Alt + 11.....♂.....m ale sign

- Alt + 6.....♠.....spade www.abiprayam.com
- Alt + 5.....♣..... Club
- Alt + 3.....♥..... Heart
- Alt + 4.....♦..... Diamond
- Alt + 13.....♪.....eighth note
- Alt + 14.....♫..... beamed eighth note
- Alt + 8721.... ∑.... Nary summation (auto sum)
- Alt + 251.....√.....square root check mark
- Alt + 8236.....∞..... infinity
- Alt + 24.....↑..... up arrow
- Alt + 25.....↓..... down arrow
- Alt + 26.....→.....right arrow
- Alt + 27.....←.....left arrow
- Alt + 18.....↕.....up/down arrow
- Alt + 29.....↔...left right arrow


 /greenyatra