دکمپیوترتهول شارت کټونه

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دکمپیوتر مهم شارټ کټونه

Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A
App Restore	Alt+	F5
Auto Format	Alt+Ctrl+	K
Bold	Ctrl+	B
Bold	Ctrl+Shift+	B
Bookmark	Ctrl+Shift+	F5
Browse Next	Ctrl+	Page Down
Browse Prev	Ctrl+	Page Up
Browse Sel	Alt+Ctrl+	Home
Cancel		Esc
Change Case	Shift+	F3
Char Left		Left
Char Left Extend	Shift+	Left
Char Right		Right
Char Right Extend	Shift+	Right
Clear		Del
Close Pane	Alt+Shift+	C
Collapse Heading	Alt+Shift+	-
Collapse Heading	Alt+Shift+	Num -
Column Break	Ctrl+Shift+	Return
Column Select	Ctrl+Shift+	F8
Copy	Ctrl+	C
Copy	Ctrl+	Insert
Copy Format	Ctrl+Shift+	C
CopyToFrom	Shift+	F2
Create Auto Text	Alt+	F3
Customize Keyboard Shortcut	Alt+Ctrl+	Num +
Cut	Ctrl+	X
Cut	Shift+	Del
Date Field	Alt+Shift+	D
Define	Ctrl+	F7
Delete Back Word	Ctrl+	Backspace
Delete Word	Ctrl+	Del
Distribute Para	Ctrl+Shift+	J
Do Field Click	Alt+Shift+	F9
Doc Close	Ctrl+	W
Doc Close	Ctrl+	F4
Doc Maximize	Ctrl+	F10
Doc Restore	Ctrl+	F5
Doc Size	Ctrl+	F8
Doc Split	Alt+Ctrl+	S

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Double Underline	Ctrl+Shift+	D
Edit	Alt+Shift+	R
End of Column	Alt+	Page Down
End of Column	Alt+Shift+	Page Down
End of Doc Extend	Ctrl+Shift+	End
End of Document	Ctrl+	End
End of Line		End
End of Line Extend	Shift+	End
End of Row	Alt+	End
End of Row	Alt+Shift+	End
End of Window	Alt+Ctrl+	Page Down
End of Window Extend	Alt+Ctrl+Shift+	Page Down
Endnote	Alt+Ctrl+	D
Equation Toggle	Alt+	=
Expand Heading	Alt+Shift+	=
Expand Heading	Alt+Shift+	Num +
Extend Selection		F8
Field Codes	Alt+	F9
File Close or Exit	Alt+	F4
Font	Ctrl+Shift+	F
Font Formatting	Ctrl+	D
Font Size Select	Ctrl+Shift+	P
Footnote	Alt+Ctrl+	F
Formatting Pane	Alt+Ctrl+Shift+	S
Formatting Properties	Shift+	F1
Go Back	Shift+	F5
Go Back	Alt+Ctrl+	Z
Go To	Ctrl+	G
Go To		F5
Grow Font	Ctrl+Shift+	.
Grow Font One Point	Ctrl+	]
Hanging Indent	Ctrl+	T
Help		F1
HHC	Alt+Ctrl+	F7
Hidden	Ctrl+Shift+	H
Highlight	Alt+Ctrl+	H
Hyperlink	Ctrl+	K
Indent	Ctrl+	M
Insert Building Block		F3
Insert Building Block	Alt+Ctrl+Shift+	V
Insert Comment	Alt+Ctrl+	M
Insert Field	Ctrl+	F9
Insert Spike	Ctrl+Shift+	F3
Italic	Ctrl+	I
Italic	Ctrl+Shift+	I
Line Down		Down
Line Down Extend	Shift+	Down
Line Up		Up
Line Up Extend	Shift+	Up

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List Num Field	Alt+Ctrl+	L
Lock Fields	Ctrl+	3
Lock Fields	Ctrl+	F11
Macro	Alt+	F8
Mail Merge Check	Alt+Shift+	K
Mail Merge Edit Data Source	Alt+Shift+	E
Mail Merge to Doc	Alt+Shift+	N
Mail Merge to Printer	Alt+Shift+	M
Mark Citation	Alt+Shift+	I
Mark Index Entry	Alt+Shift+	X
Mark Table of Contents Entry	Alt+Shift+	O
Merge Field	Alt+Shift+	F
Microsoft System Info	Alt+Ctrl+	F1
Move		F2
Nav Pane Search	Ctrl+	F
New Default	Ctrl+	N
Next Field		F11
Next Field	Alt+	F1
Next Misspelling	Alt+	F7
Next Object	Alt+	Down
Next Pane		F6
Next Window	Ctrl+	F6
Next Window	Alt+	F6
Normal	Alt+Ctrl+	N
Normal Style	Ctrl+Shift+	N
Normal Style	Alt+Shift+	Clear (Num 5)
OfficeFeedbackFrown	Alt+Ctrl+	8
OfficeFeedbackSmile	Alt+Ctrl+	7
Open	Ctrl+	F12
Open	Alt+Ctrl+	F2
Open or Close Up Para	Ctrl+	0
Open Using Backstage	Ctrl+	O
Outline	Alt+Ctrl+	O
Outline Demote	Alt+Shift+	Right
Outline Move Down	Alt+Shift+	Down
Outline Move Up	Alt+Shift+	Up
Outline Promote	Alt+Shift+	Left
Outline Show First Line	Alt+Shift+	L
Page	Alt+Ctrl+	P
Page Break	Ctrl+	Return
Page Down		Page Down
Page Down Extend	Shift+	Page Down
Page Field	Alt+Shift+	P
Page Up		Page Up
Page Up Extend	Shift+	Page Up
Para Down	Ctrl+	Down
Para Down Extend	Ctrl+Shift+	Down
Para Up	Ctrl+	Up

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Para Up Extend	Ctrl+Shift+	Up
Paragraph Alignment	Ctrl+	E
Paragraph Alignment	Ctrl+	R
Paragraph Alignment	Ctrl+	J
Paragraph Alignment	Ctrl+	L
Paragraph Formatting	Ctrl+	Q
Paragraph Spacing	Ctrl+	5
Paragraph Spacing	Ctrl+	2
Paragraph Spacing	Ctrl+	1
Paste	Ctrl+	V
Paste	Shift+	Insert
Paste Format	Ctrl+Shift+	V
Paste Special	Alt+Ctrl+	V
Prev Field	Shift+	F11
Prev Field	Alt+Shift+	F1
Prev Object	Alt+	Up
Prev Pane	Shift+	F6
Prev Window	Ctrl+Shift+	F6
Prev Window	Alt+Shift+	F6
Print	Ctrl+	P
Print	Ctrl+	F2
Print	Ctrl+Shift+	F12
Print	Alt+Ctrl+	I
Proofing		F7
Redo	Alt+Shift+	Backspace
Redo or Repeat	Ctrl+	Y
Redo or Repeat		F4
Redo or Repeat	Alt+	Return
Repeat Find	Shift+	F4
Repeat Find	Alt+Ctrl+	Y
Replace	Ctrl+	H
Research Lookup	Ctrl+Shift+	O
Reset Char	Ctrl+	Space
Reset Char	Ctrl+Shift+	Z
Revision Marks Toggle	Ctrl+Shift+	E
Save	Ctrl+	S
Save	Shift+	F12
Save	Alt+Shift+	F2
Save As		F12
Select All	Ctrl+	A
Select All	Ctrl+	Clear (Num 5)
Select All	Ctrl+	Num 5
Select Table	Alt+	Clear (Num 5)
Show All	Ctrl+Shift+	8
Show All Headings	Alt+Shift+	A
Show All Headings	Alt+Shift+	A
Show Heading1	Alt+Shift+	1

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Show Heading2	Alt+Shift+	2
Show Heading3	Alt+Shift+	3
Show Heading4	Alt+Shift+	4
Show Heading5	Alt+Shift+	5
Show Heading6	Alt+Shift+	6
Show Heading7	Alt+Shift+	7
Show Heading8	Alt+Shift+	8
Show Heading9	Alt+Shift+	9
Shrink Font	Ctrl+Shift+	,
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8
Small Caps	Ctrl+Shift+	K
Spike	Ctrl+	F3
Start of Column	Alt+	Page Up
Start of Column	Alt+Shift+	Page Up
Start of Doc Extend	Ctrl+Shift+	Home
Start of Document	Ctrl+	Home
Start of Line		Home
Start of Line Extend	Shift+	Home
Start of Row	Alt+	Home
Start of Row	Alt+Shift+	Home
Start of Window	Alt+Ctrl+	Page Up
Start of Window Extend	Alt+Ctrl+Shift+	Page Up
Style	Alt+Ctrl+	3
Style	Ctrl+Shift+	L
Style	Alt+Ctrl+	1
Style	Alt+Ctrl+	2
Style Apply Pane	Ctrl+Shift+	S
Style Separator	Alt+Ctrl+	Return
Subscript	Ctrl+	=
Superscript	Ctrl+Shift+	=
Symbol Font	Ctrl+Shift+	Q
Thesaurus RR	Shift+	F7
Time Field	Alt+Shift+	T
Toggle Character Code	Alt+	X
Toggle Field Display	Shift+	F9
Toggle Master Subdocs	Ctrl+	\
Toggle Ribbon	Ctrl+	F1
Toggle XMLTag View	Ctrl+Shift+	X
Translate Pane	Alt+Shift+	F7
Un Hang	Ctrl+Shift+	T
Un Indent	Ctrl+Shift+	M
Underline	Ctrl+	U
Underline	Ctrl+Shift+	U
Undo	Ctrl+	Z
Undo	Alt+	Backspace
Unlink Fields	Ctrl+	6
Unlink Fields	Ctrl+Shift+	F9
Unlock Fields	Ctrl+	4

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Unlock Fields	Ctrl+Shift+	F11
Update Auto Format	Alt+Ctrl+	U
Update Fields		F9
Update Fields	Alt+Shift+	U
Update Source	Ctrl+Shift+	F7
VBCode	Alt+	F11
Web Go Back	Alt+	Left
Web Go Forward	Alt+	Right
Word Count List	Ctrl+Shift+	G
Word Count Recount	Ctrl+Shift+	R
Word Left	Ctrl+	Left
Word Left Extend	Ctrl+Shift+	Left
Word Right	Ctrl+	Right
Word Right Extend	Ctrl+Shift+	Right
Word Underline	Ctrl+Shift+	W

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