

Year: 1399



دکمپیوتر قبول شار ت کتونہ

ترتیب کوونکی: نصرت اللہ نیازی

[Ketabton.com](http://Ketabton.com)

ترتیب کوونکی: نصرت اللہ نیازی

## 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         |

|                       |                 |           |
|-----------------------|-----------------|-----------|
| 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        |

|                              |             |                  |
|------------------------------|-------------|------------------|
| 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<br>(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               |

|                       |             |                  |
|-----------------------|-------------|------------------|
| 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<br>(Num 5) |
| Select All            | Ctrl+       | Num 5            |
| Select Table          | Alt+        | Clear<br>(Num 5) |
| Show All              | Ctrl+Shift+ | 8                |
| Show All Headings     | Alt+Shift+  | A                |
| Show All Headings     | Alt+Shift+  | A                |
| Show Heading1         | Alt+Shift+  | 1                |

|                        |                 |           |
|------------------------|-----------------|-----------|
| 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         |

|                    |             |       |
|--------------------|-------------|-------|
| 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     |

**Get more e-books from [www.ketabton.com](http://www.ketabton.com)  
Ketabton.com: The Digital Library**