

Keyboard and Short-cut Keys

Classification of Keyboard Keys

Did You Know?

A keyboard is an input device used to enter data and commands into a computer.

It has different types of keys, each with a specific function.



Function Keys Modifier Keys Alphanumeric/Other Keys Navigation & Control Keys Numeric Pad

Classification of Keyboard Keys

1 Function Keys



Key Names / Examples

- F1 to F12

Primary Function / UGC NET Focus

- Pre-programmed keys performing application-specific quick tasks.

2 Modifier Keys



Key Names / Examples

- Ctrl, Alt, Shift

Primary Function / UGC NET Focus

- Used in combination with other keys; do not execute actions alone.

3 Navigation Keys



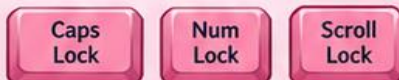
Key Names / Examples

- Home, End, Page Up, Page Down, Arrow keys

Primary Function / UGC NET Focus

- Cursor navigation and document traversal.

4 Toggle Keys



Key Names / Examples

- Caps Lock, Num Lock, Scroll Lock

Primary Function / UGC NET Focus

- Switches between two states (on/off) indicated by keyboard LED lights.

5 Control Keys



Key Names / Examples

- Esc, Print Screen (PrtScn), Pause/Break, Windows key

Primary Function / UGC NET Focus

- General computer interface controls.



Know the Keys → Work Faster → Score Better



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Standard Function Keys (F1 – F12)

Small Keys → Big Help!



Quick shortcuts for faster work, easier navigation and better productivity.

F1 Open Help Menu

(universal across Windows and MS Office).

- Provides quick access to help and support resources.



F2 Rename / Edit

- Rename selected file/folder.
- Edit active cell in MS Excel.



F3 Search

- Open search feature in Windows Explorer or web browsers.



Search...



F4 Repeat / Close / Lock

- Repeat last action in MS Word.
- Close window (Alt + F4).
- Lock cell references (\$) in MS Excel.



Alt + F4



F5 Refresh / Slideshow

- Refresh active webpage/folder.
- Start PowerPoint slideshow from beginning.



F6 Move to Address Bar

- Move cursor directly to browser address bar.



https://



F7 Spell Check

- Spell check and grammar check in MS Word/Office.



F8 Boot Menu / Select

- Enter Windows boot menu.
- Extend selection mode in MS Word.



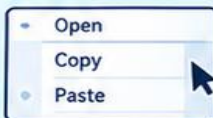
F9 Refresh / Calculate

- Refresh fields/documents in MS Word.
- Calculate all formulas in MS Excel.



F10 Menu / Context Menu

- Activate menu bar in active window.
- Right-click context menu (Shift + F10).



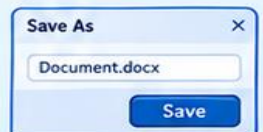
F11 Full Screen

- Toggle Full Screen mode in web browsers.



F12 Save As

- Open Save As dialog box in MS Office programs.



Learn → Practice → Work Smarter!

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General Windows & Universal Shortcuts



Work Smarter • Save Time • Be More Productive

1

Ctrl + A

Select all items or text.



2

Ctrl + C

Copy selected item/text to Clipboard.



3

Ctrl + X

Cut selected item/text.



4

Ctrl + V

Paste from Clipboard.



5

Ctrl + Z

Undo the last action.



6

Ctrl + Y

Redo the previously undone action.



7

Ctrl + P

Print document or webpage.



8

Ctrl + S

Save file.



9

Alt + Tab

Switch between running applications.



10

Alt + F4

Close active program or open shutdown dialog.



11

Shift + Delete

Permanently delete file (bypasses the Recycle Bin).



12

Ctrl + Shift + Esc

Open Windows Task Manager directly.



13

Windows + D

Show or hide the desktop.



14

Windows + L

Lock the computer screen.



Small Keys → Big Difference!



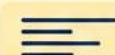
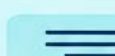
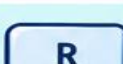
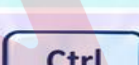
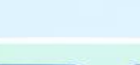
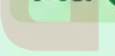
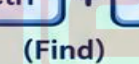
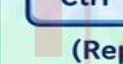
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MS Word & Text Formatting Shortcuts



Frequently targeted in match-the-column and assertion-reason questions:

Command			Shortcut Key
	Bold		 + 
	Italic		 + 
	Underline		 + 
	Align Left		 + 
	Align Center		 + 
	Align Right		 + 
	Justify		 + 
	Insert Hyperlink		 + 
	Find & Replace		 +  (Find) +  +  (Replace) +  +  (Go To)
	Page Break		 + 
	Subscript		 + 
	Superscript		 +  + 
	Change Case (Upper/Lower/Sentence)		 + 



Know the Shortcuts → Work Smarter!



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Web Browsers & Presentation Shortcuts

Work Smarter • Save Time • Boost Productivity



Web Browsers (Chrome / Edge / Firefox)

www.

Shortcut Key	Function	
Ctrl + T	Open new tab.	
Ctrl + W	Close active tab.	
Ctrl + Shift + T	Reopen last closed tab.	
Ctrl + N	Open new window.	
Ctrl + Shift + N	Open Incognito/Private window (Chrome).	
Ctrl + D	Bookmark current webpage.	
Ctrl + H	Open browsing history.	
Ctrl + J	Open downloads page.	



MS PowerPoint



Shortcut Key	Function	
F5	Start slide show from the first slide.	
Shift + F5	Start slide show from the current slide.	
Esc	Exit slide show mode.	
Ctrl + M	Insert a new slide. (Note: Ctrl + N creates a new presentation file)	
B / W (during slide show)	Turn screen black / white.	



Right Shortcut → Less Effort → More Productivity



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