



Gurukul Technicals Institute

Computer education · Robotics · Science projects · Delhi

FREE EBOOK

COMPUTER AND OFFICE SKILLS

Keyboard Shortcuts Handbook

Work faster in Windows, Word, Excel, PowerPoint and the web browser

INSIDE THIS BOOK

- Why shortcuts matter
- Getting to know the keyboard
- Text editing shortcuts that work almost everywhere
- Windows shortcuts
- File Explorer shortcuts
- ...and 6 more chapters, practice questions and a glossary

Beginner

Every computer user, from students to office staff

engineergurukul.com

+91 97116 99511

Keyboard Shortcuts Handbook

Learn the key combinations that save time every day in Windows, File Explorer, Word, Excel, PowerPoint and the Chrome or Edge browser. Each chapter explains what the keys do, with small practice tasks, and the book ends with a seven-day practice plan and quick tables to keep beside your computer.

WHO IT IS FOR	Every computer user, from students to office staff
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	11 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



Gurukul Technicals Institute

A-10, Chief Commissioner Colony, opposite Rana Pratap Bagh, Delhi 110007
Phone 011 2721 1512 · Mobile and WhatsApp +91 97116 99511
engineergurukul@yahoo.co.in · engineergurukul.com

Free ebook. You may read, print and share this ebook for learning. It may not be sold or changed.

© 2026 Gurukul Technicals Institute. First edition, October 2026. The information was checked when it was written; software, prices and rules change, so for anything official always check the latest source.

What you will find inside

1	Why shortcuts matter	4
2	Getting to know the keyboard	5
3	Text editing shortcuts that work almost everywhere	7
4	Windows shortcuts	9
5	File Explorer shortcuts	11
6	Microsoft Word shortcuts	13
7	Microsoft Excel shortcuts	15
8	PowerPoint shortcuts	17
9	Web browser shortcuts	19
10	Screenshots and accessibility keys	20
11	A seven-day practice plan and quick tables	22
	Practice questions	25
	Answers	26
	Glossary	27

Why shortcuts matter

A keyboard shortcut is a group of keys you press together to give the computer a command. Instead of moving the mouse to a menu, clicking, and searching for the right button, you press two or three keys and the job is done. For example, holding the Ctrl key and pressing C copies whatever you have selected.

Shortcuts are not tricks for experts only. Office staff, shopkeepers, students and teachers all use the same few dozen again and again. Once your fingers learn them, you stop thinking about them, just as you stop thinking about the gears once you can ride a scooter.

Why bother learning them?

- **Speed.** A shortcut takes about one second. Finding the same command with the mouse often takes three or four.
- **Less strain.** Reaching for the mouse hundreds of times a day tires the wrist and shoulder. Keeping your hands on the keyboard is more comfortable.
- **Fewer mistakes.** When your eyes stay on your work, you notice errors sooner.
- **A backup plan.** If the mouse stops working or the touchpad is broken, you can still save your file, close a program and shut down safely.

EXAMPLE

Anjali works at a data-entry desk in Lucknow. She copies and pastes about 300 entries a day. With the mouse, each copy and paste takes her about 4 seconds; with Ctrl+C and Ctrl+V it takes about 1 second. That saves roughly 900 seconds, which is 15 minutes every working day, from just two shortcuts.

How to read a shortcut

In this book, and in most help pages, shortcuts are written with a plus sign.

1. **Ctrl+C** means: press and hold Ctrl, tap C once, then let go of both keys.
2. **Ctrl+Shift+N** means: hold Ctrl and Shift together, tap N, then let go.
3. **Alt, H, O, I** (with commas) means: press each key one after another, not together.

Always press the holding key first. Pressing C and then Ctrl does nothing useful.

REMEMBER

You do not need to press the letters in capitals. Ctrl+C works the same whether Caps Lock is on or off.

What this book covers

Everything here works on Windows 10 and Windows 11, in the Microsoft 365 versions of Word, Excel and PowerPoint, and in the Google Chrome and Microsoft Edge browsers. Most shortcuts also work in older Office versions. Apple Mac computers use a different key, called Command, so they are not covered.

TIP

Do not try to learn everything at once. Pick three shortcuts, use them for a few days until they feel natural, and then add three more. Chapter 11 gives you a plan.

CHAPTER 2

Getting to know the keyboard

Most shortcuts use one or more **modifier keys**. A modifier key does nothing on its own; it changes what another key does, just as the Shift key changes a small "a" into a capital "A".

The modifier keys

Key	Where to find it	What it is used for
Ctrl (Control)	Bottom row, at the left and the right	Most everyday commands: copy, save, print
Shift	Above each Ctrl key	Capital letters, and selecting text; also reverses some commands
Alt (Alternate)	On both sides of the space bar	Menus, switching windows, ribbon key tips
Win (Windows logo key)	Between Ctrl and Alt on the left	The Start menu and Windows commands

Key	Where to find it	What it is used for
Fn (Function)	Usually bottom left, on laptops	Switches the top row between F keys and laptop controls

DID YOU KNOW

In Microsoft Word you can type the rupee sign ! by typing 20B9 and then pressing Alt+X. Word turns the code into the symbol.

The function keys

The top row has twelve **function keys**, F1 to F12. Each program decides what they do, but some uses are common.

Key	Common use
F1	Opens help in many programs
F2	Renames a file in File Explorer; edits a cell in Excel
F5	Refreshes a web page or folder; starts a PowerPoint slide show
F7	Checks spelling in Word
F11	Full screen in a web browser
F12	Save As in Word, Excel and PowerPoint

On many laptops, the top row controls volume, screen brightness and Wi-Fi by default. To use F5 on such a laptop, you hold Fn and press F5. Some laptops have an **Fn Lock** that swaps this behaviour; the key for it differs from brand to brand, so look for a small padlock picture on your keyboard or check the laptop's manual.

Other keys you will use

- **Esc (Escape):** cancels or closes the current box, menu or slide show.
- **Tab:** moves to the next box in a form, or indents text.
- **Backspace:** deletes the character to the left of the cursor. **Delete** removes the character to the right, or a selected file.
- **Home and End:** jump to the start or end of a line.
- **Page Up and Page Down:** move one screen up or down.
- **Arrow keys:** move the cursor one step at a time.

- **PrtScn (Print Screen):** takes a picture of the screen. Chapter 10 explains it.
- **Menu key:** a key with a small list picture, near the right Ctrl. It opens the same menu as a right-click. If your keyboard has none, Shift+F10 does the same.

TRY THIS

Find each modifier key on your own keyboard without looking at the table. Then find Home, End, Delete and the Menu key. Laptops often put them in unusual places.

CHAPTER 3

Text editing shortcuts that work almost everywhere

The shortcuts in this chapter work in nearly every program where you type: Word, Excel cells, email, Notepad and the boxes on websites. Learn these first, because you will use them all day.

The big six

Shortcut	What it does
Ctrl+C	Copy the selected text or item
Ctrl+X	Cut: remove it and keep a copy to paste
Ctrl+V	Paste the last thing you copied or cut
Ctrl+Z	Undo the last action
Ctrl+Y	Redo what you just undid
Ctrl+A	Select everything

The copied item waits in the **clipboard**, a hidden holding area in the computer's memory. Copying something new replaces it.

DID YOU KNOW

Windows can remember many copied items, not just the last one. Press Win+V to open **clipboard history**. The first time, Windows asks you to turn it on. After that, Win+V shows a list of recent copies and you click the one you want to paste.

Moving the cursor without the mouse

- **Ctrl+Left arrow** and **Ctrl+Right arrow** jump one word at a time.
- **Home** goes to the start of the line, **End** to its end.
- **Ctrl+Home** jumps to the very beginning of the document; **Ctrl+End** to the very end.

Selecting text

Here is a simple rule that is worth memorising: **add Shift to any movement and it selects instead of just moving.**

- Shift+Right arrow selects one character.
- Ctrl+Shift+Right arrow selects one word.
- Shift+End selects from the cursor to the end of the line.
- Ctrl+Shift+End selects from the cursor to the end of the document.

Deleting faster

- **Ctrl+Backspace** deletes the whole word to the left of the cursor.
- **Ctrl+Delete** deletes the whole word to the right.

These work in Word, in browsers and in most modern programs.

Worked example: fixing one word

Rahul typed: "The parents' meeting is on Monday at 10 am." The meeting has moved to Tuesday. His cursor is at the end of the sentence.

1. He presses Ctrl+Left arrow a few times. Each press jumps back one word, and he stops when the cursor is just before "Monday".
2. He presses Ctrl+Shift+Right arrow once. "Monday" and the space after it are selected.
3. He types "Tuesday " (with a space). The new word replaces the selected one.

The mouse never moved, and the whole fix took a few seconds.

Everyday file commands

Shortcut	What it does
Ctrl+S	Save
Ctrl+O	Open a file
Ctrl+N	New document or window

Shortcut	What it does
Ctrl+P	Print
Ctrl+W	Close the current document or tab
Ctrl+F	Find a word

REMEMBER

Ctrl+H means **Replace** in Word and Notepad, but **History** in Chrome and Edge. The same keys can do different jobs in different programs.

TIP

Press Win+full stop (Win+.) to open the emoji panel. Besides smileys, it has a tab of symbols, including currency signs such as ! .

CHAPTER 4

Windows shortcuts

These shortcuts work anywhere in Windows, whichever program is open. Most of them use the Win key.

Opening things

- **Win** on its own opens or closes the Start menu.
- **Win+S** opens search. Start typing a program's name, such as "calculator", and press Enter.
- **Win+E** opens File Explorer.
- **Win+I** opens Settings.
- **Win+R** opens the Run box, where you can type a program name such as `notepad` and press Enter.
- **Win+X** opens a menu of useful tools, such as Device Manager and the Shut down options.
- **Win+1**, **Win+2** and so on open the programs pinned to your taskbar, counting from the left. If Chrome is the third icon, Win+3 opens or shows Chrome.

Switching between windows

- **Alt+Tab** shows all open windows. Keep holding Alt and tap Tab to move along; let go to switch. If you work with two programs at once, this is the most useful Windows shortcut of all.
- **Win+Tab** opens Task View, a larger picture of all your windows and desktops.
- **Win+D** hides every window to show the desktop. Press it again to bring them back.
- **Win+M** minimises all windows.

Arranging windows side by side

When you copy figures from one window into another, it helps to see both at once. Arranging windows like this is called **snapping**.

1. Click the first window and press **Win+Left arrow**. It fills the left half of the screen.
2. Windows shows your other windows on the right. Use the arrow keys to choose one and press Enter.

Win+Up arrow maximises a window (makes it fill the screen). **Win+Down arrow** makes it smaller, and pressing it again minimises it. In Windows 11, **Win+Z** shows the snap layouts menu, with more ways to arrange windows.

Virtual desktops

A **virtual desktop** is an extra, empty screen for a separate set of windows, for example one desktop for school work and one for a hobby.

- **Win+Ctrl+D** creates a new virtual desktop.
- **Win+Ctrl+Left arrow** or **Right arrow** moves between desktops.
- **Win+Ctrl+F4** closes the desktop you are on. Its windows move to another desktop; nothing is closed.

When something goes wrong

- **Ctrl+Shift+Esc** opens Task Manager directly. Here you can see which program has stopped responding, select it and click End task.
- **Ctrl+Alt+Delete** opens a screen with Lock, Switch user, Sign out, Change a password and Task Manager.
- **Alt+F4** closes the window in front, so save your work first. On the empty desktop, it offers the Shut down box.

SAFETY

Press **Win+L** every time you leave your computer, even for two minutes. It locks the screen, so nobody can read your messages, send an email in your name or change your marks file. You unlock it with your password or PIN.

TIP

Teachers who connect a laptop to a projector should learn **Win+P**. It lets you choose whether the picture shows on the laptop only, on both screens, or on the projector only.

CHAPTER 5

File Explorer shortcuts

File Explorer is the Windows program that shows your folders and files. Press **Win+E** to open it. These shortcuts help you organise files quickly.

Moving around folders

Shortcut	What it does
Alt+Up arrow	Go up to the folder that contains this one
Alt+Left arrow	Go back to the previous folder
Alt+Right arrow	Go forward again
Alt+D or Ctrl+L	Jump to the address bar, where the folder path is shown
Ctrl+E or Ctrl+F	Jump to the search box
F5	Refresh the list
Ctrl+N	Open a second File Explorer window

In Windows 11, File Explorer has tabs, just like a browser. **Ctrl+T** opens a new tab and **Ctrl+W** closes the current one.

Making, naming and selecting

- **Ctrl+Shift+N** creates a new folder. Type its name and press Enter.

- **F2** renames the selected file. After typing the new name, press **Tab** to move straight on and rename the next file in the list.
- **Ctrl+A** selects every file in the folder.
- **Shift+click** selects a range: click the first file, hold Shift and click the last.
- **Ctrl+click** picks files one by one, even if they are not next to each other.
- **Alt+Enter** opens the Properties box, which shows a file's size and date.
- **Alt+P** shows or hides the preview pane, so you can see a photo or document without opening it.

You can also hold Ctrl and roll the mouse wheel to make the icons bigger or smaller.

Copying, moving and deleting

Ctrl+C, Ctrl+X and Ctrl+V work on files exactly as they do on text. Copy and paste makes a second copy; cut and paste moves the file. **Ctrl+Z** undoes the last file action, so a file moved to the wrong place can be put back at once.

- **Delete** sends a file to the Recycle Bin, from where you can restore it.
- **Shift+Delete** deletes it permanently, without using the Recycle Bin. Windows asks you to confirm.

SAFETY

Use Shift+Delete only when you are completely sure. A file removed this way cannot be brought back from the Recycle Bin. For important work, keep a backup on a pen drive or cloud storage too.

Worked example: sorting festival photos

Meena from Indore has 60 photos from her phone in the Downloads folder. She wants the Diwali ones in their own folder.

1. She presses Win+E and opens Downloads.
2. She presses Ctrl+Shift+N, types "Diwali 2025" and presses Enter.
3. She clicks the first Diwali photo, holds Shift and clicks the last one. All the photos between them are selected.
4. She presses Ctrl+X to cut them.
5. She double-clicks the new folder and presses Ctrl+V. The photos move in.
6. She presses Alt+Up arrow to return to Downloads.

TRY THIS

Select several files, press F2, type "Project" and press Enter. Windows renames them all at once as "Project (1)", "Project (2)", "Project (3)" and so on. Press Ctrl+Z straight away if you want the old names back.

CHAPTER 6

Microsoft Word shortcuts

Word has hundreds of shortcuts. These are the ones people really use every day. The editing shortcuts from Chapter 3 also work in Word.

Formatting letters and words

Select the text first, then press the shortcut. Press it again to switch the formatting off.

- **Ctrl+B** bold, **Ctrl+I** italic, **Ctrl+U** underline.
- **Ctrl+]** makes the text one point bigger; **Ctrl+[** one point smaller. (A **point** is the unit used to measure font size.)
- **Ctrl+Shift+>** and **Ctrl+Shift+<** jump up or down to the next size in the font size list.
- **Ctrl+D** opens the Font box with every font setting.
- **Shift+F3** changes case. Press it repeatedly to cycle through lowercase, UPPERCASE and Capitalise Each Word.
- **Ctrl+Space** removes all character formatting from the selection.

Formatting paragraphs

Shortcut	What it does
Ctrl+E	Centre
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+J	Justify (straight edges on both sides)
Ctrl+1	Single line spacing
Ctrl+5	1.5 line spacing

Shortcut	What it does
Ctrl+2	Double line spacing
Ctrl+M	Indent the paragraph; Ctrl+Shift+M undoes it
Ctrl+Alt+1, 2, 3	Apply Heading 1, Heading 2, Heading 3

Pages and long documents

- **Ctrl+Enter** starts a new page. Never press Enter many times to reach the next page, because the layout breaks as soon as you edit the text above.
- **Shift+Enter** starts a new line without starting a new paragraph, useful in addresses.
- **Ctrl+F** opens the Navigation pane to search. **Ctrl+H** opens Find and Replace. **Ctrl+G** opens Go To, where you can jump to page 12 directly.
- **F7** checks spelling and grammar.
- **Ctrl+Shift+8** shows or hides formatting marks such as ¶ for each paragraph. They help you find extra spaces and empty lines.
- **F4** repeats your last action. If you just made one heading red, select the next heading and press F4.
- **Alt+Shift+D** inserts today's date.
- **F12** opens Save As.

The ribbon without the mouse

Press and release **Alt**. Small letters, called **key tips**, appear on each ribbon tab: H for Home, N for Insert, and so on. Press a letter to open that tab, and more key tips appear on its buttons. Press Esc to go back. This works in Excel and PowerPoint too.

Worked example: a society notice

Mr. Kulkarni is typing a notice for his housing society in Pune.

1. He types the whole notice first: the heading "Water Supply Notice" on the first line and the message below it.
2. He presses Ctrl+Home, then Shift+End to select the heading, then Ctrl+B, Ctrl+E and Ctrl+] four times.
3. He presses the Down arrow and Home to reach the start of the message, then Ctrl+Shift+End to select the rest. Ctrl+J and Ctrl+S give neat, easy-to-read lines.
4. He presses Ctrl+End and Enter, then Alt+Shift+D to add the date, and Ctrl+S to save.

TIP

Ctrl+Z works many times in a row. If the formatting goes wrong, keep pressing it to step backwards.

CHAPTER 7

Microsoft Excel shortcuts

Excel is a grid of boxes called **cells**, and moving and selecting quickly matters more here than anywhere else. A shop list with 2,000 rows is slow to scroll with the mouse but takes one shortcut to cross.

Moving and selecting

- **Enter** moves down after typing; **Tab** moves right. **Shift+Enter** and **Shift+Tab** move up and left.
- **Ctrl+arrow key** jumps to the edge of the data. In a long list, Ctrl+Down arrow reaches the last filled row instantly.
- **Ctrl+Home** goes to cell A1; **Ctrl+End** goes to the last used cell.
- **Ctrl+Page Down** and **Ctrl+Page Up** move to the next or previous sheet.
- **Ctrl+Shift+arrow** selects from the current cell to the edge of the data.
- **Ctrl+Space** selects the whole column; **Shift+Space** selects the whole row.

Typing and editing

Shortcut	What it does
F2	Edit the current cell without retyping it
Esc	Cancel what you are typing in a cell
Alt+Enter	Start a new line inside the same cell
Ctrl+Enter	Type the same entry into every selected cell
Ctrl+D	Fill down: copy the top cell into the selected cells below
Ctrl+R	Fill right
Ctrl+;	Today's date (a fixed date that does not change)

Shortcut	What it does
Ctrl+Shift+;	The current time
Ctrl+E	Flash Fill: Excel spots a pattern and fills the rest

Formulas and formatting

- **Alt+=** inserts AutoSum. Click below a column of numbers, press Alt+= and then Enter.
- **F4**, while typing a formula, adds dollar signs to the cell reference, changing B2 into \$B\$2. Press it again to cycle through the other choices.
- **Ctrl+`** (the key left of 1, called the grave accent) shows formulas instead of results. Press it again to go back.
- **Ctrl+1** opens Format Cells.
- **Ctrl+Shift+\$** applies currency format, **Ctrl+Shift+%** percentage, and **Ctrl+Shift+!** a number with two decimal places and comma separators. The currency symbol comes from the computer's region setting, so it shows ! when the region is India.

Rows, sheets, tables and charts

- **Ctrl+Plus** inserts cells, rows or columns; **Ctrl+Minus** deletes them. On a laptop without a number pad, Ctrl+Plus is Ctrl+Shift+=.
- **Shift+F11** inserts a new sheet.
- **Ctrl+T** turns a list into a table, with banded rows and filter buttons.
- **Ctrl+Shift+L** switches filter buttons on or off.
- **Alt+F1** makes a chart from the selected data on the same sheet; **F11** makes one on a new sheet.

Worked example: a kirana shop's weekly list

Suresh keeps daily sales for his kirana shop in Patna in columns A (date) and B (sales in !).

1. He presses Ctrl+Home, then Ctrl+Down arrow to reach the last date.
2. He presses the Down arrow once to reach the empty cell below, types "Total" and presses Tab.
3. In column B he presses Alt+= and Enter. The week's total appears.
4. He selects the sales column with Ctrl+Space and presses Ctrl+Shift+\$ to show rupees.

DID YOU KNOW

Ctrl+; puts in a date that never changes, which suits a sales record. The TODAY function, which you type as =TODAY(), shows a date that updates every day.

TRY THIS

Type a column of full names such as "Priya Sharma". In the next column, type just "Priya" beside the first name, move down one cell and press Ctrl+E. Excel fills in every first name.

CHAPTER 8

PowerPoint shortcuts

PowerPoint shortcuts fall into two groups: building slides and presenting them. Learn the presenting ones well, because during a talk there is no time to hunt with the mouse.

Building slides

- **Ctrl+M** adds a new slide after the current one.
- **Ctrl+D** duplicates the selected slide, picture or shape. A duplicate slide keeps your layout, so you only change the words.
- **Ctrl+G** groups the selected shapes so they move together; **Ctrl+Shift+G** ungroups them.
- **Arrow keys** nudge a selected shape; **Ctrl+arrow** nudges it in tiny steps.
- Hold **Shift** while drawing a shape to get a perfect circle or square, and while dragging to move in a straight line.
- Hold **Ctrl** while dragging a shape to drop a copy.

The text shortcuts from Word, such as Ctrl+B, Ctrl+E, Ctrl+J and Shift+F3, work on slide text too.

Presenting

Shortcut	What it does
F5	Start the show from the first slide

Shortcut	What it does
Shift+F5	Start from the current slide
Alt+F5	Start in Presenter View
Right arrow, Space, Enter or N	Next slide or animation
Left arrow, Backspace or P	Previous slide
A number, then Enter	Jump to that slide, for example 7 then Enter
B or full stop	Black screen; press again to return
W or comma	White screen; press again to return
Ctrl+L	Laser pointer
Ctrl+P	Pen for drawing on the slide
E	Erase drawings on the slide
Ctrl+A	Back to the normal arrow pointer
Esc	End the show

Worked example: a teacher in class

Ms. Iyer teaches Class 8 science in Chennai. Her slides on the water cycle are ready.

1. She presses F5 and the first slide fills the screen.
2. She presses the Right arrow to move through the slides as she speaks.
3. A student asks about evaporation. She presses B, the screen goes black, and the class looks at her instead of the slide while she explains.
4. She presses B again and then 4, Enter to jump back to the evaporation slide.
5. She presses Ctrl+P and circles the sun on the slide, then E to clean it and Ctrl+A to get her arrow back. (When a show ends, PowerPoint asks whether to keep any drawings.)

TIP

Pressing B is a quiet way to get full attention. A blank screen tells the audience: look at me now.

Web browser shortcuts

These shortcuts work in both Google Chrome and Microsoft Edge, and most of them in other browsers as well.

Tabs and windows

Shortcut	What it does
Ctrl+T	Open a new tab
Ctrl+W	Close the current tab
Ctrl+Shift+T	Reopen the tab you just closed
Ctrl+Tab	Go to the next tab
Ctrl+Shift+Tab	Go to the previous tab
Ctrl+1 to Ctrl+8	Go to that tab, counting from the left
Ctrl+9	Go to the last tab
Ctrl+N	Open a new window
Ctrl+Shift+N	Open a private window (Incognito in Chrome, InPrivate in Edge)

Moving around and finding things

- **Ctrl+L**, **Alt+D** or **F6** jumps to the address bar, with the old address selected so you can type a new one at once.
- **Alt+Left arrow** goes back a page; **Alt+Right arrow** goes forward.
- **F5** or **Ctrl+R** reloads the page.
- **Ctrl+F** finds a word on the page. Matches are highlighted, and Enter jumps to the next one.
- **Space** scrolls down one screen; **Shift+Space** scrolls up. **Home** and **End** go to the top and bottom.
- **Ctrl+click** on a link opens it in a new tab in the background, so you can keep reading.

Seeing better, saving and remembering

- **Ctrl+Plus** zooms in, **Ctrl+Minus** zooms out, **Ctrl+0** goes back to normal size.

- **F11** switches full-screen view on and off.
- **Ctrl+D** saves the page as a bookmark (Edge calls it a favourite).
- **Ctrl+Shift+B** shows or hides the bookmarks bar.
- **Ctrl+H** opens History, the list of pages you have visited. **Ctrl+J** opens Downloads.
- **Ctrl+P** prints the page, or saves it as PDF if you choose "Save as PDF" as the printer.
- **Ctrl+Shift+Delete** opens the box to clear browsing history, cookies and saved files.

Worked example: researching a project

Kavya is preparing a school project on solar energy. She presses Ctrl+T, types her search and presses Enter. She Ctrl+clicks three useful results, which open in tabs behind. She reads them in turn with Ctrl+Tab and closes each with Ctrl+W. When she closes one by mistake, Ctrl+Shift+T brings it back.

SAFETY

A private window does not save history on that computer, but it does not make you invisible. Your school, office or internet provider can still see which sites are visited. On a shared computer, such as at a cyber café, always sign out of your email and other accounts before you leave.

CHAPTER 10

Screenshots and accessibility keys

Taking screenshots

A **screenshot** is a picture of what is on the screen, for example to show an error message to a teacher or to keep proof of a form you submitted.

Shortcut	What it does
Win+Shift+S	Opens the snipping bar: drag a rectangle, draw a free shape, pick a window or take the full screen
Alt+PrtScn	Copies just the window in front
Win+PrtScn	Saves the full screen as a file in the Pictures folder, inside a folder called Screenshots

Shortcut	What it does
PrtScn	Copies the full screen, or on newer Windows 11 computers opens the snipping bar

Except for Win+PrtScn, the picture goes to the clipboard. Paste it with Ctrl+V into Word, Paint, an email or a chat. With Win+Shift+S, a small notice also appears; click it to mark up or save the picture.

What PrtScn does on its own depends on a switch in Windows 11 Settings, under Accessibility and then Keyboard.

SAFETY

Before you share a screenshot, look at the whole picture. It may show your email address, bank balance, OTP messages or other people's chats. Crop those parts out first.

Accessibility keys

Accessibility means making the computer easier to use for people who have difficulty seeing, hearing or using their hands. Windows has built-in tools you can start from the keyboard.

- **Win+Plus** turns on **Magnifier** and zooms in. **Win+Minus** zooms out, and **Win+Esc** turns Magnifier off.
- **Win+Ctrl+Enter** turns **Narrator** on or off. Narrator reads the screen aloud.
- **Win+U** opens accessibility settings.
- **Win+H** starts voice typing, where you speak and Windows types. It needs a microphone.
- Pressing **Shift five times** asks whether to turn on **Sticky Keys**. With Sticky Keys, you can press Ctrl, then C, one after the other, instead of holding them together. This helps someone who types with one hand.
- Holding the **right Shift for eight seconds** asks about **Filter Keys**, which ignores very short or repeated key presses.
- **Left Alt+Left Shift+PrtScn** asks whether to turn on high contrast, a set of strong colours that are easier to read for some people.

EXAMPLE

Kamla ji, who is 72 and lives in Jaipur, found the text on her grandson's laptop too small. He showed her Win+Plus to zoom in and Win+Esc to stop. Now she reads the news without help.

REMEMBER

If a box suddenly asks about Sticky Keys while you are working, you probably pressed Shift several times by accident. Choose No and carry on.

CHAPTER 11

A seven-day practice plan and quick tables

Reading about shortcuts does not teach your fingers; using them does. This plan takes about 15 minutes a day for one week.

How to practise

- Write the day's shortcuts on a small card and keep it beside the keyboard.
- When you reach for the mouse, stop and ask: is there a shortcut for this?
- Practise on a copy of a file, never on your only copy of important work.
- Each day, first revise the previous day's shortcuts for two minutes.

The plan

Day	Focus	Practice task
1	Copy, cut, paste, undo, redo, select all	Type a short paragraph about your town, then rearrange its sentences using only the keyboard
2	Moving and selecting with Ctrl, Shift, Home and End	Change five words in a long paragraph without touching the mouse
3	Windows: Alt+Tab, Win+D, Win+E, Win+L, snapping	Open Word and a browser, snap them side by side, then lock the screen
4	File Explorer	Make a folder for each school subject and move files into them

Day	Focus	Practice task
5	Word	Type and format a one-page notice: a centred heading, justified text and the date
6	Excel	Enter a week of household expenses in rupees, total them with Alt+= and format as currency
7	PowerPoint and the browser	Make five slides with Ctrl+M, present them with F5, B and Esc; then research a topic using tabs

TIP

Ask a friend or family member to test you at the end of the week. Explaining a shortcut to someone else is the best way to fix it in your memory.

Quick table: Windows and File Explorer

Keys	Job
Win+E	Open File Explorer
Alt+Tab	Switch window
Win+D	Show desktop
Win+L	Lock the computer
Win+Left or Right arrow	Snap to half the screen
Ctrl+Shift+Esc	Task Manager
Ctrl+Shift+N	New folder
F2	Rename
Alt+Up arrow	Up one folder

Quick table: Word

Keys	Job
Ctrl+B, I, U	Bold, italic, underline
Ctrl+E, L, R, J	Centre, left, right, justify
Ctrl+] and Ctrl+[	Bigger and smaller text

Keys	Job
Shift+F3	Change case
Ctrl+Enter	New page
Ctrl+H	Find and replace
F7	Spelling and grammar
F12	Save As

Quick table: Excel

Keys	Job
Ctrl+arrow	Jump to the edge of the data
Ctrl+Shift+arrow	Select to the edge of the data
F2	Edit a cell
Alt+=	AutoSum
F4	Fix a reference with \$ signs
Ctrl+;	Today's date
Ctrl+1	Format Cells
Ctrl+T	Make a table

Quick table: PowerPoint

Keys	Job
Ctrl+M	New slide
Ctrl+D	Duplicate
F5 and Shift+F5	Start the show, from the start or the current slide
B	Black screen
Ctrl+L	Laser pointer
Esc	End the show

Quick table: Chrome and Edge

Keys	Job
Ctrl+T and Ctrl+W	Open and close a tab
Ctrl+Shift+T	Reopen a closed tab
Ctrl+Tab	Next tab
Ctrl+L	Address bar
Alt+Left arrow	Back
Ctrl+F	Find on the page
Ctrl+Plus and Ctrl+0	Zoom in and reset
Ctrl+Shift+Delete	Clear browsing data

CHECK YOURSELF

Practice questions

1. What does the shortcut Ctrl+Shift+N mean you should press, and in what order?
2. Name the five modifier keys described in Chapter 2.
3. On many laptops, pressing F5 changes the screen brightness instead of refreshing a page. What should you do?
4. Which shortcut opens clipboard history in Windows?
5. Which shortcut deletes a whole word to the left of the cursor?
6. Complete the rule: add ____ to any movement shortcut and it selects instead of just moving.
7. Why does Ctrl+H do something different in Word and in Chrome?
8. You are leaving your desk for a tea break. Which shortcut should you press, and why?
9. A program has stopped responding. Which shortcut opens Task Manager directly?
10. How do you place two windows side by side using the keyboard?
11. In File Explorer, what is the difference between Delete and Shift+Delete?

12. Which Word shortcut starts a new page, and why is it better than pressing Enter many times?
13. In Excel, how do you reach the last filled row of a long list quickly?
14. What is the difference between pressing Ctrl+; in a cell and typing =TODAY()?
15. While typing a formula in Excel, what does F4 do to the cell reference B2?
16. During a PowerPoint slide show, how do you jump straight to slide 9?
17. Which key makes the screen go black during a slide show, and when is this useful?
18. You closed a browser tab by mistake. How do you get it back?
19. Which shortcut copies only the window in front as a screenshot?
20. Which shortcuts turn Magnifier on and off?

ANSWER KEY

Answers

1. Hold Ctrl and Shift together, tap N, then let go of all three. The holding keys always go down first.
2. Ctrl, Shift, Alt, the Windows logo key (Win) and Fn.
3. Hold the Fn key and press F5. Some laptops also have an Fn Lock that makes the F keys work without Fn.
4. Win+V. The first time, Windows asks you to turn clipboard history on.
5. Ctrl+Backspace.
6. Shift. For example, Ctrl+Right arrow moves one word, and Ctrl+Shift+Right arrow selects one word.
7. Each program decides what its shortcuts do. Word uses Ctrl+H for Replace, while browsers use it for History.
8. Win+L. It locks the screen so nobody can read or change your work while you are away.
9. Ctrl+Shift+Esc.
10. Click the first window and press Win+Left arrow, then choose the other window with the arrow keys and press Enter. Win+Right arrow works the same way for the right half.
11. Delete sends the file to the Recycle Bin, from where it can be restored. Shift+Delete removes it permanently without using the Recycle Bin.
12. Ctrl+Enter. A real page break keeps the next part at the top of a new page even when you add or remove text above it; a column of empty lines moves and spoils the layout.

13. Click a cell in the list and press Ctrl+Down arrow.
14. Ctrl+; types today's date as a fixed value that never changes. =TODAY() is a formula that shows the current date every time the file is opened.
15. It adds dollar signs, making it B\$2, an absolute reference. Pressing F4 again cycles through B\$2, \$B2 and back to B2.
16. Type 9 and press Enter.
17. B (or the full stop key). It is useful when you want the audience to look at you, for example while you answer a question. Press B again to bring the slide back.
18. Press Ctrl+Shift+T.
19. Alt+PrtScn.
20. Win+Plus turns it on and zooms in; Win+Esc turns it off.

WORD LIST

Glossary

Keyboard shortcut

a group of keys pressed together to give a command without using the mouse.

Modifier key

a key such as Ctrl, Alt, Shift or Win that changes what another key does.

Function keys

the twelve keys F1 to F12 on the top row, whose jobs depend on the program.

Fn key

a laptop key that switches the top row between F keys and controls such as volume.

Clipboard

a hidden holding area where copied or cut items wait to be pasted.

Clipboard history

a Windows feature, opened with Win+V, that keeps a list of recent copies.

Cursor

the blinking line that shows where your typing will appear.

Snapping

arranging a window so it fills exactly half or part of the screen.

Virtual desktop

an extra, separate screen in Windows for a different set of windows.

Task Manager

a Windows tool that shows running programs and can close one that has stopped responding.

File Explorer

the Windows program for viewing and organising folders and files.

Recycle Bin

the place where deleted files wait until you restore them or empty the bin.

Key tips

the small letters that appear on the Office ribbon when you press Alt.

Page break

a mark that forces the text after it onto a new page.

Absolute reference

an Excel cell address with dollar signs, such as \$B\$2, that does not change when copied.

Flash Fill

an Excel feature that spots a pattern in your typing and fills the rest of the column.

Presenter View

a PowerPoint screen for the speaker that shows notes, the next slide and a timer.

Private window

a browser window that does not save history on that computer.

Screenshot

a picture of what is shown on the screen.

Magnifier

a Windows tool that enlarges part or all of the screen.

Narrator

a Windows tool that reads the screen aloud.

Sticky Keys

an accessibility setting that lets you press shortcut keys one after another instead of together.



Gurukul Technicals Institute

Computer education institute in Delhi, with authorised member centres, robotics classes and science projects, working models and DIY kits.

COURSES

Computer & Office Skills · Accounting & Business Software · Programming & Web Development · Design & Digital Skills · Hardware & Networking · Robotics & Coding · Other Programmes

PROJECTS AND KITS

Ready-made school projects · DIY and STEM kits · Robotics and coding · Components and spares · Engineering projects

CONTACT

Head office: A-10, Chief Commissioner Colony, opposite Rana Pratap Bagh, Delhi 110007

Phone: 011 2721 1512 · **Mobile and WhatsApp:** +91 97116 99511

Email: engineergurukul@yahoo.co.in

Website: engineergurukul.com · **Instagram:** [@science_projects_club](https://www.instagram.com/science_projects_club)

More free ebooks for computer courses, robotics and science projects: engineergurukul.com/resources/ebooks/

Free to read, print and share. Not for sale.