



# THE DIGITAL LEARN

## COMPUTER INSTITUTE

The Best Quality of Software Programming Computer Education in Islampur

- 1. Number key**
- 2. Special key**
- 3. Function key**
- 4. Alphabet key**



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1. Esc key / quit key
2. Tab
3. Caps lock
4. Shift
5. Space bar
6. Space bar
7. Backspace
8. Enter
9. Page up
10. Page dn



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**1. Delete**

**2. Home**

**3. End**

**4. Arrow key**

**5. Windows key**

**6. f2**

**7. Number lock**

**8. Windows key + R**



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# Mouse

- left key
- right key
- scroll key



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- **ctrl + c =**
- **ctrl + v =**
- **ctrl + x =**
- **ctrl + s =**
- **ctrl + z =**
- **ctrl + y =**
- **ctrl + a =**
- **ctrl + p =**



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- **ctrl + c = copy**
- **ctrl + v = paste**
- **ctrl + x = cut**
- **ctrl + s = save**
- **ctrl + z = undo**
- **ctrl + y = redo**
- **ctrl + a = all select**
- **ctrl + p = print**



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- **ctrl + n =**
- **ctrl + shift + n =**
- **ctrl + shift + s =**
- **ctrl + alt + s =**
- **ctrl + o =**



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- **ctrl + n = new tab**
- **ctrl + shift + n = new windows**
- **ctrl + shift + s = save as**
- **ctrl + alt + s = save all**
- **ctrl + o = open**



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- **shift + arrow key =**
- **ctrl + +(key) =**
- **ctrl + -(key) =**
- **ctrl + scroll bar =**
- **ctrl + H =**



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- **shift + arrow key = select**
- **ctrl + +(key) = zoom in**
- **ctrl + -(key) = zoom out**
- **ctrl + scroll bar = zoom out and zoom in**
- **ctrl + H = Repalace**



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- **ctrl + f =**
- **alt + f4**
- **f5 refresh**
- **ctrl + E**
- **f3**
- **shift + F3**
- **alt + F4**
- **F2**



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