From Clicks to Keys:

A Smarter Way to Use Computer Applications



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PREFACE

In today's digital world, computer applications have become an integral part of education, professional activities, communication, and everyday life. The ability to use these applications efficiently is an essential skill for students and professionals alike. While many users are familiar with basic computer operations, learning keyboard shortcuts and effective application techniques can significantly improve productivity, save time, and enhance digital proficiency. Recognizing this need, *From Clicks to Keys: A Smarter Way to Use Computer Applications* has been carefully designed to help learners develop smarter, faster, and more effective computer usage habits.

This book provides a practical and easy-to-understand guide to keyboard shortcuts and essential techniques used across a wide range of computer applications. It covers fundamental computer operations, Windows shortcuts, File Explorer, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Chrome, PDF readers, email applications, Microsoft Teams, Zoom, Canva, Visual Studio Code, Git, and ChatGPT. The content is organised systematically to help readers progress from basic computer operations to application-specific shortcuts and modern digital productivity tools.

The book follows a learner-friendly approach that combines clear explanations, visual representations, shortcut keys, and practical examples. Colourful shortcut cards and concise reference tables help readers identify keyboard combinations quickly and understand their functions. This presentation is intended to make learning engaging, simplify revision, and encourage regular practice.

Special emphasis has been placed on the needs of undergraduate students, particularly those pursuing BCA, B.Sc. Computer Science, MCA, and other computer-related programmes. However, the book is equally useful for students from other disciplines, faculty members, office professionals, and anyone interested in improving their computer skills.

The primary objective of this book is to demonstrate that efficient computer usage involves more than performing tasks through mouse clicks. By learning keyboard shortcuts and exploring useful application features, readers can complete routine activities more quickly, improve workflow, and build confidence in using digital technologies. The book also encourages learners to develop independent learning habits and adapt to the changing requirements of the digital environment.

As computer applications continue to evolve, readers are encouraged to practise the shortcuts regularly and refer to the relevant software documentation when differences arise across operating systems, application versions, or keyboard layouts. This book is intended to serve as both a learning resource and a convenient reference guide for everyday computer use.

We hope that *From Clicks to Keys: A Smarter Way to Use Computer Applications* will inspire readers to move beyond routine computer operations, discover more efficient ways of working, and embrace technology with greater confidence and competence.



ACKNOWLEDGEMENT

The completion of this book, *From Clicks to Keys: A Smarter Way to Use Computer Applications*, has been a meaningful academic endeavour. We would like to express our sincere gratitude to everyone who has encouraged and supported the development of this work.

First and foremost, we extend our heartfelt thanks to **Dr. BGR Publications**, our publisher, for providing us with the opportunity to bring this book to readers. We sincerely appreciate their support and the opportunity to contribute to the field of computer education through this publication.

We express our sincere gratitude to our respected Principal, Head of the Department, and esteemed colleagues for their encouragement, academic guidance, and professional support. Their motivation has been valuable in pursuing this work and in strengthening our commitment to teaching and learning.

We also acknowledge the role of our students, whose learning experiences, classroom interactions, and practical requirements have inspired us to develop a simple, accessible, and application-oriented reference guide. Their need for quick and reliable guidance in using computer applications has encouraged us to present shortcut keys in a clear, systematic, and learner-friendly manner.

We are grateful to our families for their patience, understanding, encouragement, and continuous support throughout the preparation of this book. Their support has been a constant source of motivation.

Finally, we extend our sincere thanks to all those who have directly or indirectly contributed to the development of this work. We hope that this book will serve as a useful resource for students, educators, and professionals by helping them improve their digital skills, enhance productivity, and use computer applications more effectively.

We welcome valuable suggestions and constructive feedback from readers and educators for the improvement of future editions.

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SMALL KEYS • BIG DIFFERENCE

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INTRODUCTION

In the modern digital era, computers have become an essential part of education, communication, research, business, and everyday life. From preparing assignments and presentations to analysing data, browsing the internet, developing software, and exploring artificial intelligence, digital tools play a significant role in improving the way we learn and work. To use these tools effectively, it is important not only to understand their features but also to discover faster and smarter ways of performing everyday tasks.

Keyboard shortcuts are among the simplest and most effective ways to improve computer efficiency. A combination of a few keys can perform tasks that would otherwise require several mouse clicks and menu selections. Actions such as copying, pasting, saving documents, formatting text, navigating between applications, managing files, and searching for information can be completed quickly with the appropriate shortcuts. Regular use of these shortcuts helps save time, reduce repetitive actions, and improve overall productivity.

Shortcut Keys – Quick Access to Productivity is designed as a practical reference guide for students, teachers, professionals, and all computer users who wish to develop their digital skills. The book covers a wide range of commonly used shortcuts, beginning with computer fundamentals, Windows operations, and File Explorer, and progressing to Microsoft Word, Excel, PowerPoint, web browsers, PDF readers, email applications, online meeting platforms, and creative tools such as Canva. It also introduces shortcuts and useful practices related to Visual Studio Code, Git, and ChatGPT.

The book is organised into clearly defined chapters and reference sections to make information easy to locate and understand. Each shortcut is presented with its key combination, name, and purpose, enabling readers to learn its practical application. The quick-reference tables and alphabetical index further help readers identify frequently used shortcuts whenever needed.

This book encourages learning through regular practice rather than memorisation alone. Readers are encouraged to try the shortcuts while working on real tasks and gradually incorporate them into their daily computer activities. Although some shortcuts may vary according to the operating system, application, or software version, understanding their purpose provides a useful foundation for developing greater digital confidence.

The ultimate aim of this book is to help readers make better use of technology by transforming simple keyboard actions into productive working habits. Whether you are a beginner learning computer basics or an experienced user looking to improve efficiency, this guide will serve as a convenient companion in your digital journey.

PART I — CHAPTER 1: COMPUTER BASICS



A computer is an electronic machine that inputs, processes, stores, and outputs data. Shortcut keys replace repetitive mouse clicks and menu navigation, allowing instant execution of everyday tasks. Mastering them is the fastest way to build speed, accuracy, and confidence on a PC.

A. Essential Computer Shortcut Keys

Copy `[Ctrl]+[C]` Copies selected text or items.	**Paste** `[Ctrl]+[V]` Pastes copied or cut content.	**Cut** `[Ctrl]+[X]` Cuts selected content.
Undo `[Ctrl]+[Z]` Reverses the last action.	**Redo** `[Ctrl]+[Y]` Repeats or restores an action, depending on the application.	**Save** `[Ctrl]+[S]` Saves the current file.
Open `[Ctrl]+[O]` Opens a file or document.	**New** `[Ctrl]+[N]` Creates a new document or window, depending on the application.	**Print** `[Ctrl]+[P]` Opens the Print dialog.
Find `[Ctrl]+[F]` Searches for text or items.	**Select All** `[Ctrl]+[A]` Selects all content in the active area.	**Close** `[Alt]+[F4]` Closes the active application or window.
Refresh `[F5]` Refreshes the active window in supported applications.	**Delete** `[Delete]` Deletes selected content or items.	**Rename** `[F2]` Renames a selected file or folder in File Explorer.
Zoom In `[Ctrl]+[Plus (]+[)]` Increases zoom in supported applications.	**Zoom Out** `[Ctrl]+[Minus (-)]` Decreases zoom in supported applications.	**Show Desktop** `[Windows]+[D]` Shows the desktop by minimizing or restoring windows.
Lock Computer `[Windows]+[L]` Locks your Windows computer.	**Open File Explorer** `[Windows]+[E]` Opens File Explorer.	**Settings** `[Windows]+[I]` Opens Windows Settings.

Search `[Windows]+[S]` Opens Windows Search.	**Screen Snip** `[Windows]+[Shift]+[S]` Captures a selected area of the screen.	**Clipboard History** `[Windows]+[V]` Opens clipboard history when enabled.
Task Manager `[Ctrl]+[Shift]+[Esc]` Opens Task Manager.	**Switch Applications** `[Alt]+[Tab]` Switches between open applications.	**Task View** `[Windows]+[Tab]` Displays open windows and virtual desktops.
Minimize All `[Windows]+[M]` Minimizes open windows.	**Capital Letters** `[Caps Lock]` Turns continuous capital-letter typing on or off.	**⇧ Temporary Capitalization** `[Shift]` Types a capital letter or the upper symbol on a key when held.
Move to Next Field `[Tab]` Moves to the next field or control in many applications.	**Q Confirm or New Line** `[Enter]` Confirms an action or starts a new line, depending on the context.	**T Escape** `[Esc]` Cancels or exits an operation in supported applications.
⌫ Delete Previous Character `[Backspace]` Deletes the character to the left of the cursor.	**⇥ Go to Beginning** `[Ctrl]+[Home]` Moves to the beginning of a document in many applications.	**⇩ Go to End** `[Ctrl]+[End]` Moves to the end of a document in many applications.

PART I — CHAPTER 2: WINDOWS SHORTCUTS



Microsoft Windows is a graphical operating system developed by Microsoft that manages a computer's hardware, memory, files, and software applications. It provides an interface through which users interact with their computer via windows, icons, menus, and keyboard shortcuts.

A. Desktop and Window Management

Show Desktop `[Windows]+[D]` Shows the desktop or restores windows.	**Lock Computer** `[Windows]+[L]` Locks the computer.	**Switch Applications** `[Alt]+[Tab]` Switches between open applications.
Task View	**Minimize All**	**Restore Minimized Windows**

[Windows]+[Tab] Displays open windows and virtual desktops.	**[Windows]+[M]** Minimizes all open windows.	**[Windows]+[Shift]+[M]** Restores minimized windows when possible.
Snap Left **[Windows]+[Left Arrow]** Snaps the active window to the left side.	**Snap Right** **[Windows]+[Right Arrow]** Snaps the active window to the right side.	**Maximize Window** **[Windows]+[Up Arrow]** Maximizes the active window in supported layouts.
Minimize Window **[Windows]+[Down Arrow]** Minimizes or restores the active window, depending on its state.	**Minimize Other Windows** **[Windows]+[Home]** Minimizes other windows while keeping the active one.	**Cycle Through Windows** **[Alt]+[Esc]** Cycles through windows in the order they were opened.
Snap Layouts **[Windows]+[Z]** Opens Snap Layouts in supported Windows 11 versions.	**Move Window to Left Monitor** **[Windows]+[Shift]+[Left Arrow]** Moves the active window to a monitor on the left.	**Move Window to Right Monitor** **[Windows]+[Shift]+[Right Arrow]** Moves the active window to a monitor on the right.

B. Virtual Desktop Shortcuts

New Virtual Desktop **[Windows]+[Ctrl]+[D]** Creates a new virtual desktop.	**Previous Desktop** **[Windows]+[Ctrl]+[Left Arrow]** Switches to the virtual desktop on the left.	**Next Desktop** **[Windows]+[Ctrl]+[Right Arrow]** Switches to the virtual desktop on the right.
Close Virtual Desktop **[Windows]+[Ctrl]+[F4]** Closes the current virtual desktop.		

C. Screenshots and Screen Recording

Screen Snip **[Windows]+[Shift]+[S]** Captures a selected area of the screen.	**Save Screenshot** **[Windows]+[PrtScn]** Saves a screenshot to the Screenshots folder when supported.	**Print Screen** **[PrtScn]** Captures the screen or opens the screen-capture tool, depending on settings.
Active Window Screenshot **[Alt]+[PrtScn]** Captures the active window to the clipboard.	**Start/Stop Recording** **[Windows]+[Alt]+[R]** Starts or stops recording using Xbox Game Bar when supported.	**Xbox Game Bar** **[Windows]+[G]** Opens Xbox Game Bar.

D. System Settings and Tools

Settings **[Windows]+[I]** Opens Windows Settings.	**File Explorer** **[Windows]+[E]** Opens File Explorer.	**Windows Search** **[Windows]+[S]** Opens Windows Search.
Quick Link Menu	**Task Manager**	**Run Dialog**

[Windows]+[X] Opens the Quick Link menu.	**[Ctrl]+[Shift]+[Esc]** Opens Task Manager.	**[Windows]+[R]** Opens the Run dialog box.
Project Display **[Windows]+[P]** Selects display modes for a connected screen or projector.	**Clipboard History** **[Windows]+[V]** Opens clipboard history when enabled.	**Quick Settings** **[Windows]+[A]** Opens Quick Settings in Windows 11.
Notifications and Calendar **[Windows]+[N]** Opens the notification Centre in Windows 11.		

E. Accessibility Shortcuts

Magnifier On **[Windows]+[Plus (]+[)]** Opens or zooms in with Magnifier.	**Close Magnifier** **[Windows]+[Esc]** Closes Magnifier.	**Narrator** **[Windows]+[Ctrl]+[Enter]** Turns Narrator on or off.
On-Screen Keyboard **[Windows]+[Ctrl]+[O]** Opens the On-Screen Keyboard.	**High Contrast** **[Left Alt]+[Left Shift]+[Print Screen]** Toggles a contrast theme or high-contrast mode, depending on Windows version and settings.	

F. Quick System and Utility Shortcuts

Switch Input Language **[Windows]+[Spacebar]** Switches keyboard language or input layout.	**Voice Typing** **[Windows]+[H]** Opens voice typing when available.	**Emoji Panel** **[Windows]+[. (Period)]** Opens the emoji and symbol panel.
Date and Time **[Windows]+[Alt]+[D]** Displays the date and time flyout.	**Security Options** **[Ctrl]+[Alt]+[Delete]** Opens the Windows security screen.	**Accessibility Settings** **[Windows]+[U]** Opens Accessibility settings.
Cast or Connect **[Windows]+[K]** Opens the Cast or Connect panel, depending on Windows version.	**Taskbar Apps** **[Windows]+[1 to 9]** Opens or switches to the corresponding pinned taskbar app.	**Taskbar Navigation** **[Windows]+[T]** Cycles through taskbar apps.
Reset Graphics Driver **[Windows]+[Ctrl]+[Shift]+[B]** Refreshes the graphics display when supported; the screen may briefly go black or beep.		

PART I — CHAPTER 3: FILE EXPLORER



File Explorer (formerly Windows Explorer) is the built-in file management tool in Microsoft Windows. It allows users to browse, create, organize, search, rename, copy, move, and delete files and folders across local drives and external storage devices.

A. Opening and Navigating File Explorer

Open File Explorer `[Windows]+[E]` Opens File Explorer.	**Home** `[Alt]+[Home]` Opens the Home page in supported versions.	**Go Back** `[Alt]+[Left Arrow]` Returns to the previous location.
Go Forward `[Alt]+[Right Arrow]` Moves forward to the next location in navigation history.	**Go Up One Level** `[Alt]+[Up Arrow]` Opens the parent folder.	**Refresh** `[F5]` Refreshes the current folder view.
Address Bar `[Alt]+[D]` Selects the address bar.	**Select Address Bar** `[Ctrl]+[L]` Places focus in the address bar.	**Search** `[Ctrl]+[F]` Moves focus to the search box in supported versions.
Search `[F3]` Focuses the search box in supported versions.	**New Window** `[Ctrl]+[N]` Opens a new File Explorer window.	**New Tab** `[Ctrl]+[T]` Opens a new tab in Windows 11 versions that support tabs.
Close Tab or Window `[Ctrl]+[W]` Closes the current tab or window.	**Next Tab** `[Ctrl]+[Tab]` Switches to the next tab in supported versions.	**Previous Tab** `[Ctrl]+[Shift]+[Tab]` Switches to the previous tab in supported versions.

B. Creating and Managing Files and Folders

New Folder `[Ctrl]+[Shift]+[N]` Creates a new folder.	**Rename** `[F2]` Renames the selected file or folder.	**Copy** `[Ctrl]+[C]` Copies selected files or folders.
Paste `[Ctrl]+[V]` Pastes copied or cut files or folders.	**Cut** `[Ctrl]+[X]` Prepares selected items to be moved.	**Delete** `[Delete]` Moves selected items to the Recycle Bin in normal circumstances.
Permanent Delete	**Undo**	**Redo**

[Shift]+[Delete] Deletes selected items without sending them to the Recycle Bin.	**[Ctrl]+[Z]** Reverses the last supported file operation.	**[Ctrl]+[Y]** Repeats or restores an undone operation when supported.
Delete **[Ctrl]+[D]** Moves selected items to the Recycle Bin in File Explorer.	**Print** **[Ctrl]+[P]** Prints the selected file when supported by its application or file type.	**Properties** **[Alt]+[Enter]** Opens the Properties dialog for the selected item.
Expand to Folder **[Ctrl]+[Shift]+[E]** Expands the selected folder in the navigation pane when supported.	**Open Item** **[Enter]** Opens the selected file or folder.	**Previous Folder** **[Backspace]** Returns to the previous folder in some Windows versions; behavior may vary.

C. Selecting Files and Folders

Select All **[Ctrl]+[A]** Selects all items in the current folder.	**Select Individual Items** **[Ctrl]+[Click]** Selects multiple separate files or folders.	**Select a Range** **[Shift]+[Click]** Selects a continuous range of items.
Extend Selection **[Shift]+[Arrow Keys]** Extends the selection to adjacent items.	**Toggle Item Selection** **[Ctrl]+[Spacebar]** Selects or deselects the focused item in supported views.	**First Item** **[Home]** Moves focus to the first item in the current list.
Last Item **[End]** Moves focus to the last item in the current list.	**Move Up a Page** **[Page Up]** Moves the view or selection upward by approximately one page.	**Move Down a Page** **[Page Down]** Moves the view or selection downward by approximately one page.
Quick Navigation **[Type a File Name]** Moves focus to a matching item in the current folder when supported.		

D. File View and Organization

Extra Large Icons **[Ctrl]+[Shift]+[1]** Switches to Extra Large Icons view where supported.	**Large Icons** **[Ctrl]+[Shift]+[2]** Switches to Large Icons view where supported.	**Medium Icons** **[Ctrl]+[Shift]+[3]** Switches to Medium Icons view where supported.
Small Icons **[Ctrl]+[Shift]+[4]** Switches to Small Icons view where supported.	**List View** **[Ctrl]+[Shift]+[5]** Switches to List view where supported.	**Details View** **[Ctrl]+[Shift]+[6]** Switches to Details view where supported.
Tiles View **[Ctrl]+[Shift]+[7]** Switches to Tiles view where supported.	**Content View** **[Ctrl]+[Shift]+[8]** Switches to Content view where supported.	**Preview Pane** **[Alt]+[P]** Shows or hides the Preview pane.

Details Pane
`[Alt]+[Shift]+[P]`
Shows or hides the Details pane in supported versions.

E. Useful File Explorer Tips

Extract or Archive Menu
`[Alt]+[Shift]+[A]`
No universal File Explorer shortcut; use the context menu for archive options.

Change View
`[Ctrl]+[Shift]+[1–8]`
Changes the layout in Windows versions that support these view shortcuts.

Change Icon Size
`[Ctrl]+[Mouse Wheel]`
Changes icon size in supported folder views.

Preview Pane
`[Alt]+[P]`
Displays a preview of supported files.

Go to a Location
`[Alt]+[D, then type a path]`
Opens a typed folder path or location after confirmation.

PART II — CHAPTER 4: MICROSOFT WORD



Microsoft Word is a full-featured word processing application developed by Microsoft, used to create, edit, format, review, and print text documents such as assignments, letters, reports, and research papers. It provides tools for styling typography, organizing paragraphs, structuring layouts with tables and headings, and proofing text for academic and professional publishing.

New Document
`[Ctrl]+[N]`
Creates a new document.

Open Document
`[Ctrl]+[O]`
Opens an existing document.

Save Document
`[Ctrl]+[S]`
Saves the current document.

Print Document
`[Ctrl]+[P]`
Opens Print settings.

Close Document
`[Ctrl]+[W]`
Closes the current document.

Copy
`[Ctrl]+[C]`
Copies selected text or objects.

Paste
`[Ctrl]+[V]`

Cut
`[Ctrl]+[X]`

Undo
`[Ctrl]+[Z]`

Pastes copied content.	Cuts selected content.	Reverses the last action.
Redo **[Ctrl]+[Y]** Repeats or restores an action.		

B. Text Formatting Shortcuts

B Bold **[Ctrl]+[B]** Makes selected text bold.	**I Italic** **[Ctrl]+[I]** Makes selected text italic.	**U Underline** **[Ctrl]+[U]** Underlines selected text.
Change Case **[Shift]+[F3]** Cycles through uppercase, lowercase, and title-style capitalization for selected text.	**All Caps** **[Ctrl]+[Shift]+[A]** Formats selected text in uppercase.	**Small Caps** **[Ctrl]+[Shift]+[K]** Applies Small Caps formatting.
Font Dialog **[Ctrl]+[D]** Opens the Font dialog box.	**Increase Font Size** **[Ctrl]+[Shift]+[>]** Increases the font size.	**Decrease Font Size** **[Ctrl]+[Shift]+[<]** Decreases the font size.
Font Color Menu **[Alt]+[H, FC]** Opens the Font Color menu through the Ribbon KeyTips.		

C. Paragraph Formatting Shortcuts

Align Left **[Ctrl]+[L]** Aligns the paragraph to the left.	**Center Align** **[Ctrl]+[E]** Centers the paragraph.	**Align Right** **[Ctrl]+[R]** Aligns the paragraph to the right.
Justify **[Ctrl]+[J]** Aligns text evenly along both margins.	**Increase Indent** **[Ctrl]+[M]** Increases paragraph indentation.	**Decrease Indent** **[Ctrl]+[Shift]+[M]** Decreases paragraph indentation.
Single Spacing **[Ctrl]+[1]** Applies single line spacing.	**Double Spacing** **[Ctrl]+[2]** Applies double line spacing.	**1.5 Line Spacing** **[Ctrl]+[5]** Applies 1.5 line spacing.
Apply Bullets **[Ctrl]+[Shift]+[L]** Applies the default bullet style in supported Word versions.		

D. Editing and Navigation Shortcuts

Navigation Pane `[Ctrl]+[F]` Searches for text in the document.	**Find and Replace** `[Ctrl]+[H]` Finds text and replaces it.	**Select All** `[Ctrl]+[A]` Selects the document's content.
Beginning of Document `[Ctrl]+[Home]` Moves the cursor to the beginning.	**End of Document** `[Ctrl]+[End]` Moves the cursor to the end.	**Previous Word** `[Ctrl]+[Left Arrow]` Moves the cursor one word to the left.
Next Word `[Ctrl]+[Right Arrow]` Moves the cursor one word to the right.	**Spelling and Grammar** `[F7]` Opens spelling and grammar tools in supported desktop versions.	**Go To** `[Ctrl]+[G]` Jumps to a page, section, or other location.
Show Formatting Marks `[Ctrl]+[Shift]+[8]` Shows or hides paragraph marks and other formatting symbols.		

E. Page Layout and Document Structure

Page Break `[Ctrl]+[Enter]` Starts a new page.	**Nonbreaking Hyphen** `[Ctrl]+[Shift]+[-]` Inserts a hyphen that prevents a line break at that point.	**Insert Hyperlink** `[Ctrl]+[K]` Inserts a hyperlink.
New Comment `[Ctrl]+[Alt]+[M]` Inserts a comment.	**Heading 1** `[Ctrl]+[Alt]+[1]` Applies the Heading 1 style.	**Heading 2** `[Ctrl]+[Alt]+[2]` Applies the Heading 2 style.
Heading 3 `[Ctrl]+[Alt]+[3]` Applies the Heading 3 style.	**Normal Style** `[Ctrl]+[Shift]+[N]` Applies the Normal paragraph style.	**Clear Character Formatting** `[Ctrl]+[Spacebar]` Removes direct character formatting.
Clear Paragraph Formatting `[Ctrl]+[Q]` Removes direct paragraph formatting.		

F. Tables, Fields, and Special Editing

Next Table Cell `[Tab]` Moves to the next cell in a table.	**Previous Table Cell** `[Shift]+[Tab]` Moves to the previous table cell.	**Add Table Row** `[Tab in Last Cell]` Adds a new row when pressed in the last cell of a Word table.
Insert Date Field `[Alt]+[Shift]+[D]` Inserts a date field.	**Insert Time Field** `[Alt]+[Shift]+[T]` Inserts a time field.	**Insert Page Number Field** `[Alt]+[Shift]+[P]` Inserts a page-number field at the cursor.

Copy Formatting `[Ctrl]+[Shift]+[C]` Copies formatting.	**Paste Formatting** `[Ctrl]+[Shift]+[V]` Pastes copied formatting in supported Word versions.	**Line Break** `[Shift]+[Enter]` Starts a new line without starting a new paragraph.
¶ Page Break `[Ctrl]+[Enter]` Moves the following content to a new page.		

PART II — CHAPTER 5: MICROSOFT EXCEL



Microsoft Excel is a powerful spreadsheet application developed by Microsoft. It is widely used to visualize, manage, analyze, and perform complex calculations on data using organized rows and columns. With Excel, users can build structured tables, track budgets, write formulas, perform automatic operations, and generate informative charts to represent information visually.

A. Workbook and Worksheet Shortcuts

New Workbook `[Ctrl]+[N]` Creates a new workbook.	**Open Workbook** `[Ctrl]+[O]` Opens an existing workbook.	**Save Workbook** `[Ctrl]+[S]` Saves the current workbook.
Print Workbook `[Ctrl]+[P]` Opens Print settings.	**Close Workbook** `[Ctrl]+[W]` Closes the current workbook window.	**New Worksheet** `[Shift]+[F11]` Inserts a new worksheet.
Previous Worksheet `[Ctrl]+[Page Up]` Moves to the previous worksheet.	**Next Worksheet** `[Ctrl]+[Page Down]` Moves to the next worksheet.	**Rename Worksheet** `[Alt]+[H, O, R]` Renames the active worksheet using Ribbon KeyTips.
Tab Color `[Alt]+[H, O, T]` Opens the worksheet tab color options using Ribbon KeyTips.		

B. Cell Navigation and Selection

First Cell `[Ctrl]+[Home]` Moves to cell A1.	**Last Used Cell** `[Ctrl]+[End]` Moves to the last used cell in the worksheet.	**Move Left** `[Ctrl]+[Left Arrow]` Moves to the edge of the current data region or the first column.
Move Right `[Ctrl]+[Right Arrow]` Moves to the edge of the current data region or the last column.	**Move Up** `[Ctrl]+[Up Arrow]` Moves to the edge of the current data region or the first row.	**Move Down** `[Ctrl]+[Down Arrow]` Moves to the edge of the current data region or the last row.
Find `[Ctrl]+[F]` Searches for data in the worksheet.	**Find and Replace** `[Ctrl]+[H]` Finds and replaces data.	**Select Data** `[Ctrl]+[A]` Selects the current data region or the worksheet, depending on context.
Go To `[Ctrl]+[G]` Jumps to a specified cell or range.	**Extend Selection** `[Shift]+[Arrow Keys]` Extends the selected cell range.	**Select Data Range** `[Ctrl]+[Shift]+[Arrow Keys]` Extends selection to the edge of a data region.
Move Down Screen `[Page Down]` Moves the view down one screen.	**Move Up Screen** `[Page Up]` Moves the view up one screen.	**Select Column** `[Ctrl]+[Spacebar]` Selects the entire column of the active cell.
Select Row `[Shift]+[Spacebar]` Selects the entire row of the active cell.		

C. Data Entry and Cell Editing

Edit Cell `[F2]` Edits the active cell.	**Confirm Entry** `[Enter]` Completes a cell entry.	**Cancel Entry** `[Esc]` Cancels an unfinished cell entry.
Copy Cells `[Ctrl]+[C]` Copies selected cells.	**Paste Cells** `[Ctrl]+[V]` Pastes copied cells.	**Cut Cells** `[Ctrl]+[X]` Cuts selected cells.
Undo `[Ctrl]+[Z]` Reverses the last action.	**Redo** `[Ctrl]+[Y]` Repeats or restores an action.	**Insert Current Date** `[Ctrl]+[;]` Enters the current date as a fixed value.
Insert Current Time `[Ctrl]+[Shift]+[:]` Enters the current time as a fixed value.	**Fill Down** `[Ctrl]+[D]` Copies the top cell's content or formula down the selected range.	**Fill Right** `[Ctrl]+[R]` Copies the leftmost cell's content or formula across the selected range.
New Line in Cell `[Alt]+[Enter]` Starts a new line within a cell while editing it.	**Fill Selected Cells** `[Ctrl]+[Enter]` Enters the current entry into all selected cells.	

D. Formula and Calculation Shortcuts

AutoSum `[Alt]+[=]` Inserts an AutoSum formula.	**Repeat or Toggle Reference** `[F4]` Repeats the last action in some contexts or cycles through absolute and relative references while editing a formula.	**Calculate Workbooks** `[F9]` Recalculates formulas in open workbooks.
Calculate Worksheet `[Shift]+[F9]` Recalculates the active worksheet.	**Show Formulas** `[Ctrl]+[`]` Toggles between formulas and their results.	**General Number Format** `[Ctrl]+[Shift]+[~]` Applies the General number format.
Currency Format `[Ctrl]+[Shift]+[$]` Applies the Currency format.	**Percentage Format** `[Ctrl]+[Shift]+[%]` Applies the Percentage format.	**Date Format** `[Ctrl]+[Shift]+[#]` Applies a date format.
Number Format `[Ctrl]+[Shift]+[!]` Applies a number format with two decimal places.		

E. Formatting and Cell Management

Bold `[Ctrl]+[B]` Makes cell content bold.	**Italic** `[Ctrl]+[I]` Italicizes cell content.	**Underline** `[Ctrl]+[U]` Underlines cell content.
Format Cells `[Ctrl]+[1]` Opens the Format Cells dialog.	**Insert Cells** `[Ctrl]+[Shift]+[]+[]` Opens the Insert dialog.	**Delete Cells** `[Ctrl]+[-]` Opens the Delete dialog.
Hide Rows `[Ctrl]+[9]` Hides selected rows.	**Unhide Rows** `[Ctrl]+[Shift]+[9]` Unhides selected rows when supported.	**Hide Columns** `[Ctrl]+[0]` Hides selected columns.
Unhide Columns `[Ctrl]+[Shift]+[0]` Unhides selected columns where Windows regional settings permit it.		

F. Tables, Data, and Quick Tools

Create Table `[Ctrl]+[T]` Converts a selected data range into a table.	**Toggle Filters** `[Ctrl]+[Shift]+[L]` Turns AutoFilter on or off.	**Open Drop-Down** `[Alt]+[Down Arrow]` Opens a cell's filter or validation list when available.
Insert Row or Column `[Ctrl]+[Shift]+[Plus ()]+[)]`	**Create Embedded Chart** `[Alt]+[F1]`	**Create Chart Sheet** `[F11]`

Opens the Insert dialog for the selected row, column, or cells.	Creates a chart from selected data on the current worksheet.	Creates a chart on a separate chart sheet from selected data.
Clear All `[Alt]+[H, E, A]` Clears content and formatting through Ribbon KeyTips.	**Page Layout View** `[Alt]+[W, P]` Switches to Page Layout view through Ribbon KeyTips.	**Print Preview** `[Ctrl]+[F2]` Opens Print Preview in supported desktop versions.
Zoom View `[Ctrl]+[Mouse Wheel]` Changes zoom in supported configurations.		

PART II — CHAPTER 6: MICROSOFT POWERPOINT



Microsoft PowerPoint is a presentation software application developed by Microsoft. It is widely used in education, seminars, academic lectures, business conferences, and webinars to design, structure, animate, and deliver slide-based visual presentations. PowerPoint enables users to combine text, imagery, data charts, multimedia, and transition effects into cohesive slideshows.

A. Presentation and Slide Management

New Presentation `[Ctrl]+[N]` Creates a new presentation.	**Open Presentation** `[Ctrl]+[O]` Opens an existing presentation.	**Save Presentation** `[Ctrl]+[S]` Saves the current presentation.
Print Slides `[Ctrl]+[P]` Opens the Print dialog.	**Close Presentation** `[Ctrl]+[W]` Closes the current presentation.	**New Slide** `[Ctrl]+[M]` Inserts a new slide.
Duplicate Slide or Object `[Ctrl]+[D]` Duplicates the selected slide or object.	**Delete Slide or Object** `[Delete]` Deletes the selected slide or object.	**Undo** `[Ctrl]+[Z]` Reverses the last action.
Redo `[Ctrl]+[Y]` Repeats or restores an action.	**Select All** `[Ctrl]+[A]` Selects all items in the active context.	**Find** `[Ctrl]+[F]` Searches for text in the presentation.

Replace `[Ctrl]+[H]` Opens Find and Replace.	**Insert Hyperlink** `[Ctrl]+[K]` Adds a hyperlink to selected text or an object.	**Save As** `[F12]` Opens the Save As dialog in supported desktop versions.

B. Text Formatting Shortcuts

Bold `[Ctrl]+[B]` Makes selected text bold.	**Italic** `[Ctrl]+[I]` Makes selected text italic.	**Underline** `[Ctrl]+[U]` Underlines selected text.
Change Case `[Shift]+[F3]` Cycles through text-case options where supported.	**Increase Font Size** `[Ctrl]+[Shift]+[>]` Increases the selected text's font size.	**Decrease Font Size** `[Ctrl]+[Shift]+[<]` Decreases the selected text's font size.
Align Left `[Ctrl]+[L]` Aligns the paragraph to the left.	**Center Text** `[Ctrl]+[E]` Centers the paragraph.	**Align Right** `[Ctrl]+[R]` Aligns the paragraph to the right.
Justify Text `[Ctrl]+[J]` Justifies the paragraph where supported.	**Enlarge Text** `[Ctrl]+[Shift]+[>]` Increases font size in supported contexts.	**Copy Formatting** `[Ctrl]+[Shift]+[C]` Copies formatting from selected text or objects where supported.
Paste Formatting `[Ctrl]+[Shift]+[V]` Applies copied formatting where supported.	**Bullets** `[Ctrl]+[Shift]+[L]` Applies a default bullet style in supported contexts.	**Line Break** `[Shift]+[Enter]` Starts a new line without creating a new paragraph in supported text boxes.

C. Slide Navigation and Views

Start Slideshow `[F5]` Starts the slideshow from the first slide.	**Start from Current Slide** `[Shift]+[F5]` Starts the slideshow from the selected slide.	**End Slideshow** `[Esc]` Ends the slideshow.
Next Slide `[Right Arrow]` Moves to the next slide during a slideshow.	**Previous Slide** `[Left Arrow]` Moves to the previous slide during a slideshow.	**Jump to Slide** `[Slide Number]+[Enter]` Jumps to a specified slide during a slideshow.
Switch Views `[Ctrl]+[Shift]+[Tab]` Switches between panes in supported contexts.	**Duplicate Slide** `[Ctrl]+[Shift]+[D]` Duplicates the selected slide in supported desktop versions.	**Zoom** `[Ctrl]+[Mouse Wheel]` Changes zoom in supported configurations.
Presenter View		

[Alt]+[F5]
Starts Presenter View in supported desktop versions.

D. Working with Objects and Images

Copy Object
[Ctrl]+[C]
Copies the selected object.

Paste Object
[Ctrl]+[V]
Pastes copied content.

Cut Object
[Ctrl]+[X]
Cuts the selected object.

Duplicate Object
[Ctrl]+[D]
Duplicates a selected object in supported contexts.

Move Object
[Arrow Keys]
Moves the selected object in small increments.

Adjust Object
[Shift]+[Arrow Keys]
Changes the object's position in larger increments or adjusts selected values, depending on context.

Group Objects
[Ctrl]+[G]
Groups selected objects in supported contexts.

Ungroup Objects
[Ctrl]+[Shift]+[G]
Ungroups selected objects in supported contexts.

Bring to Front
[Ctrl]+[Shift]+[]]
Brings an object forward in supported contexts.

Send to Back
[Ctrl]+[Shift]+[[]
Sends an object behind other objects in supported contexts.

E. Slideshow and Presentation Tools

Pen Tool
[Ctrl]+[P]
Activates the pen pointer during a slideshow.

Arrow Pointer
[Ctrl]+[A]
Switches to the arrow pointer during a slideshow.

Erase Screen Annotations
[E]
Erases ink annotations during a slideshow.

Black Screen
[B]
Displays a black screen during a slideshow.

White Screen
[W]
Displays a white screen during a slideshow.

Show or Hide Ink
[Ctrl]+[M]
Shows or hides ink annotations during a slideshow in supported versions.

Pause or Restart
[S]
Pauses or restarts automatic slideshow timing in supported versions.

First Slide
[Home]
Moves to the first slide during a slideshow.

Last Slide
[End]
Moves to the last slide during a slideshow.

Next Animation or Slide
[N]
Advances to the next animation or slide during a slideshow.

PART III — CHAPTER 7: GOOGLE CHROME



Google Chrome is a cross-platform web browser developed by Google, designed for speed, security, and simplicity. It is widely used to access websites, search for information, stream multimedia, use cloud applications, manage downloads, and conduct research.

A. Tab and Window Management

New Tab `[Ctrl]+[T]` Opens a new tab.	**Close Tab** `[Ctrl]+[W]` Closes the current tab.	**Reopen Closed Tab** `[Ctrl]+[Shift]+[T]` Reopens the most recently closed tab.
New Window `[Ctrl]+[N]` Opens a new browser window.	**Incognito Window** `[Ctrl]+[Shift]+[N]` Opens a new Incognito window.	**Next Tab** `[Ctrl]+[Tab]` Moves to the next tab.
Previous Tab `[Ctrl]+[Shift]+[Tab]` Moves to the previous tab.	**Switch to Tab** `[Ctrl]+[1 to 8]` Opens the tab in the corresponding position.	**Last Tab** `[Ctrl]+[9]` Switches to the last tab.
Close Window `[Alt]+[F4]` Closes the active browser window.	**Full Screen** `[F11]` Turns full-screen mode on or off.	**Open Link in New Tab** `[Alt]+[Enter]` Opens a typed address or search in a new tab when used from the address bar.

B. Browsing and Navigation

Back `[Alt]+[Left Arrow]` Returns to the previous page.	**Forward** `[Alt]+[Right Arrow]` Moves to the next page in browsing history.	**Reload Page** `[Ctrl]+[R]` Reloads the current page.
Refresh Page `[F5]` Reloads the current page.	**Hard Reload** `[Ctrl]+[Shift]+[R]` Reloads the page while bypassing the usual cached resources.	**Home Page** `[Alt]+[Home]` Opens the browser's home page.
Address Bar `[Ctrl]+[L]` Selects the address bar.	**Search the Web** `[Ctrl]+[K]` Moves the cursor to the address bar for searching.	**Search the Web** `[Ctrl]+[E]` Moves the cursor to the address bar for searching.
Previous Suggestion `[Alt]+[Up Arrow]`	**Next Suggestion** `[Alt]+[Down Arrow]`	**Open Selected Result** `[Enter]`

Moves through address-bar suggestions where supported.	Moves through address-bar suggestions where supported.	Opens the selected suggestion or search result.

C. Searching and Page Navigation

Find on Page `[Ctrl]+[F]` Searches for text on the current webpage.	**Next Match** `[Enter]` Moves to the next search match in the Find box.	**Previous Match** `[Shift]+[Enter]` Moves to the previous search match in the Find box.
Beginning of Page `[Home]` Moves to the beginning of the page when page focus permits.	**End of Page** `[End]` Moves to the end of the page when page focus permits.	**Scroll Up** `[Page Up]` Scrolls up approximately one screen.
Scroll Down `[Page Down]` Scrolls down approximately one screen.	**Top of Page** `[Ctrl]+[Home]` Moves to the top of the page in supported contexts.	**Bottom of Page** `[Ctrl]+[End]` Moves to the bottom of the page in supported contexts.

D. Zoom and Display Controls

Zoom In `[Ctrl]+[Plus (]+[)]` Enlarges webpage content.	**Zoom Out** `[Ctrl]+[Minus (-)]` Reduces webpage content.	**Reset Zoom** `[Ctrl]+[0]` Restores the default zoom level.
Full-Screen View `[F11]` Hides browser interface elements for a larger viewing area.		

E. Bookmarks and Browsing History

Bookmark Page `[Ctrl]+[D]` Saves the current webpage as a bookmark.	**Show or Hide Bookmarks Bar** `[Ctrl]+[Shift]+[B]` Toggles the bookmarks bar.	**Browsing History** `[Ctrl]+[H]` Opens browsing history.
Downloads `[Ctrl]+[J]` Opens the Downloads page.	**Bookmark Manager** `[Ctrl]+[Shift]+[O]` Opens the Bookmark Manager.	**Clear Browsing Data** `[Ctrl]+[Shift]+[Delete]` Opens the Clear Browsing Data dialog.

F. Downloads, Printing, and Developer Tools

Print Webpage	**Save Webpage**	**Open File**

[Ctrl]+[P] Opens print settings.	**[Ctrl]+[S]** Opens the Save dialog for the current page.	**[Ctrl]+[O]** Opens a local file through the browser.
JavaScript Console **[Ctrl]+[Shift]+[J]** Opens the Developer Tools Console.	**Developer Tools** **[Ctrl]+[Shift]+[I]** Opens Chrome Developer Tools.	**Device Toolbar** **[Ctrl]+[Shift]+[M]** Toggles device emulation in Developer Tools when available.
Stop Loading **[Esc]** Stops page loading in supported situations.		

G. Privacy and Browser Controls

Incognito Mode **[Ctrl]+[Shift]+[N]** Opens a private browsing window.	**Check Website Address** **[Ctrl]+[L]** Selects the address bar so you can inspect the website address.	**Find Specific Information** **[Ctrl]+[F]** Locates a word or phrase on a webpage.
Reload Without Usual Cache **[Ctrl]+[Shift]+[R]** Helps troubleshoot pages that may be displaying outdated resources.	**Chrome Task Manager** **[Shift]+[Esc]** Opens Chrome's built-in Task Manager	

PART III — CHAPTER 8: PDF READER



A PDF Reader (such as Adobe Acrobat Reader) is a software application designed to view, search, review, print, and annotate Portable Document Format (.pdf) files. Because PDFs preserve fonts, images, and page layouts across all devices and operating systems, PDF readers provide essential viewing, markup, and navigation controls to handle digital textbooks, official forms, and research documents.

8.1 Opening, Saving and Printing PDFs

Open File	**Save**	**Print**

[Ctrl]+[O] Open a PDF document.	**[Ctrl]+[S]** Save changes where supported.	**[Ctrl]+[P]** Open the print dialog box.
Close Document **[Ctrl]+[W]** Close the current document or window.	**Rotate View** **[Ctrl]+[R]** Rotate the page view clockwise in supported versions.	**Preferences** **[Ctrl]+[K]** Open application preferences.
Document Properties **[Ctrl]+[D]** View PDF information and properties.	**Find** **[Ctrl]+[F]** Search for text in the document.	**Advanced Search** **[Ctrl]+[Shift]+[F]** Open advanced search options where supported.
Show/Hide Navigation Pane **[F4]** Show or hide the navigation pane in supported versions.		

8.2 Page Navigation

Next Page/Scroll Down **[Page Down]** Move down through the document.	**Previous Page/Scroll Up** **[Page Up]** Move up through the document.	**First Page** **[Ctrl]+[Home]** Go to the beginning of the document in supported views.
Last Page **[Ctrl]+[End]** Go to the end of the document in supported views.	**Scroll Left** **[Left Arrow]** Move the view to the left.	**Scroll Right** **[Right Arrow]** Move the view to the right.
Scroll Up **[Up Arrow]** Move the view upward.	**Scroll Down** **[Down Arrow]** Move the view downward.	**Go To Page** **[Ctrl]+[G]** Open the Go To Page option in supported versions.
Top of Page **[Home]** Move to the beginning of the current view where supported.	**Bottom of Page** **[End]** Move to the end of the current view where supported.	

8.3 Zoom and Page Display

Zoom In **[Ctrl]+[]+[]** Enlarge the page view.	**Zoom Out** **[Ctrl]+[-]** Reduce the page view.	**Fit Page** **[Ctrl]+[0]** Display the entire page where supported.
Actual Size **[Ctrl]+[1]** Display the page at actual size where supported.	**Fit Width** **[Ctrl]+[2]** Fit the page to the window width where supported.	**Show/Hide Toolbars** **[F8]** Show or hide toolbars in supported versions.

Show/Hide Menu Bar
[F9]
Show or hide the menu bar in supported versions.

8.4 Searching and Selecting Text

Find Text
[Ctrl]+[F]
Search for a word or phrase.

Next Search Result
[Enter]
Move to the next result when the search field is active.

Previous Search Result
[Shift]+[Enter]
Move to the previous result where supported.

Select All
[Ctrl]+[A]
Select all text in the active text area or document context.

Copy
[Ctrl]+[C]
Copy selected text or content where supported.

Paste
[Ctrl]+[V]
Paste copied content into a supported field or application.

Cancel Search
[Esc]
Close or cancel an active search operation where supported.

8.5 Reviewing and Working with Documents

Text Markup/Properties Toolbar
[Ctrl]+[E]
Open the properties toolbar for selected annotation tools in supported versions.

Stamp Tool
[Ctrl]+[6]
Activate the stamp tool in supported versions.

Refresh View
[F5]
Refresh the view where supported; behaviour may vary.

Hand Tool
[Spacebar]
Temporarily use the hand tool while certain tools are active.

Move Between Interactive Elements
[Tab]
Move between links, form fields, and other interactive elements.

Previous Interactive Element
[Shift]+[Tab]
Move to the previous interactive element.

Activate Selected Control
[Spacebar]
Activate a selected button or checkbox in forms.

Save As
[Ctrl]+[Shift]+[S]
Open Save As where supported by the application or document workflow.

Full-Screen Mode
[Ctrl]+[L]
Enter full-screen mode in supported versions or contexts.

Exit Full-Screen Mode
[Esc]
Leave full-screen mode in supported contexts.

PART III — CHAPTER 9: EMAIL (OUTLOOK / GMAIL)



Email clients and webmail platforms—primarily Microsoft Outlook and Google Gmail—are the backbone of academic, professional, and personal digital communication. They allow users to compose, send, organize, filter, search, archive, and manage messages, attachments, contacts, and calendar schedules.

9.1 Composing and Sending Emails

Compose Email — Gmail `[C]` Open a new message when Gmail shortcuts are enabled.	**New Email — Outlook** `[Ctrl]+[N]` Create a new email in supported Outlook versions.	**Send Email** `[Ctrl]+[Enter]` Send the current message in supported versions.
Save Draft `[Ctrl]+[S]` Save the message as a draft in supported versions.	**Attach File — Outlook** `[Ctrl]+[Shift]+[A]` Open the attachment option in supported Outlook versions.	**Reply to All — Outlook** `[Ctrl]+[Shift]+[R]` Reply to the sender and all recipients in supported versions.
Reply — Gmail `[R]` Reply to a message when Gmail shortcuts are enabled.	**Reply All — Gmail** `[A]` Reply to all recipients when Gmail shortcuts are enabled.	**Forward — Gmail** `[F]` Forward a message when Gmail shortcuts are enabled.
Reply — Outlook `[Ctrl]+[R]` Reply to the selected message in supported Outlook versions.	**Forward — Outlook** `[Ctrl]+[F]` Forward the selected message in supported Outlook versions.	**Close/Cancel** `[Esc]` Close a pop-up or cancel an active action where supported.

9.2 Reading and Managing Messages

Mail View — Outlook `[Ctrl]+[1]` Switch to Mail in supported classic Outlook versions.	**Search Mail — Outlook** `[Ctrl]+[E]` Move to the search box in supported Outlook versions.	**Search Mail — Gmail** `[/]` Focus the search box when Gmail shortcuts are enabled.
Open Message — Gmail `[Enter]` Open the selected conversation in supported Gmail shortcut contexts.	**Return to Inbox — Gmail** `[U]` Return to the conversation list in supported Gmail shortcut contexts.	**Delete Conversation — Gmail** `[#]` Move the selected conversation to Trash when Gmail shortcuts are enabled.
Archive Message — Gmail `[E]`	**★ Star Message — Gmail** `[S]`	**Mark as Read — Outlook** `[Ctrl]+[Q]`

Archive the selected conversation when Gmail shortcuts are enabled.	Star or unstar a conversation when Gmail shortcuts are enabled.	Mark the selected message as read in supported Outlook versions.
Mark as Unread — Outlook `[Ctrl]+[U]` Mark the selected message as unread in supported Outlook versions.	**Flag Message — Outlook** `[Insert]` Flag the selected message for follow-up in supported classic Outlook versions.	**Delete Message — Outlook** `[Delete]` Delete the selected message.
Archive Message — Outlook `[E]` Archive the selected message in supported Outlook versions.		

9.3 Formatting Email Messages

B **Bold** `[Ctrl]+[B]` Make selected text bold.	I **Italic** `[Ctrl]+[I]` Italicize selected text.	U **Underline** `[Ctrl]+[U]` Underline selected text.
Copy `[Ctrl]+[C]` Copy selected text.	**Paste** `[Ctrl]+[V]` Paste copied text.	**Cut** `[Ctrl]+[X]` Remove selected text and copy it.
Undo `[Ctrl]+[Z]` Reverse the last action where supported.	**Redo** `[Ctrl]+[Y]` Repeat or restore an undone action where supported.	**Numbered List** `[Ctrl]+[Shift]+[7]` Create a numbered list in supported Outlook editors.
• **Bulleted List** `[Ctrl]+[Shift]+[8]` Create a bulleted list in supported Outlook editors.		

9.4 Navigating and Organising Email

Previous Message `[Up Arrow]` Move to the previous item in a message list where supported.	**Next Message** `[Down Arrow]` Move to the next item in a message list where supported.	**Move to Folder — Outlook** `[Ctrl]+[Shift]+[V]` Open the Move to Folder option in supported versions.
Move to Label — Gmail `[V]` Open the label menu when Gmail shortcuts are enabled.	**Label Message — Gmail** `[L]` Open the label menu when Gmail shortcuts are enabled.	**Go to Inbox — Gmail** `[G, then I]` Navigate to Inbox when Gmail shortcuts are enabled.
★ **Go to Starred — Gmail** `[G, then S]` Navigate to Starred when Gmail shortcuts are enabled.	**Go to Sent — Gmail** `[G, then T]` Navigate to Sent when Gmail shortcuts are enabled.	**Go to Drafts — Gmail** `[G, then D]` Navigate to Drafts when Gmail shortcuts are enabled.

Find Text
`[Ctrl]+[F]`
Search within a message or page where supported.

9.5 Useful Gmail Conversation Shortcuts

Enable Gmail keyboard shortcuts under Settings → See all settings → General → Keyboard shortcuts.

Archive and Next `[]]` Archive the conversation and move to the next one in supported Gmail contexts.	**Archive and Previous** `[[]` Archive the conversation and move to the previous one in supported Gmail contexts.	**Select Conversation** `[X]` Select or deselect a conversation in supported Gmail contexts.
Next Message `[N]` Move to the next message in an open conversation when supported.	**Previous Message** `[P]` Move to the previous message in an open conversation when supported.	

PART III — CHAPTER 10: MICROSOFT TEAMS



Microsoft Teams is a proprietary communication and collaboration platform developed by Microsoft as part of the Microsoft 365 family. It integrates workplace chat, video meetings, calling, file storage, and collaborative document editing into a single centralized hub. Teams is widely used in educational institutions for virtual classrooms and online lectures, as well as across businesses for remote collaboration and project coordination.

10.1 Chat and Messaging

Search `[Ctrl]+[E]` Search for messages, people, and other content.	**New Chat** `[Ctrl]+[N]` Start a new chat where supported.	**Expand Compose Box** `[Ctrl]+[Shift]+[X]` Expand the message composition box where supported.
Send Message	**New Line**	**Copy**

[Ctrl]+[Enter] Send a message in supported contexts.	**[Shift]+[Enter]** Start a new line without sending the message.	**[Ctrl]+[C]** Copy selected text.
Paste **[Ctrl]+[V]** Paste copied text.	**Cut** **[Ctrl]+[X]** Cut selected text.	**Undo** **[Ctrl]+[Z]** Undo the last editing action where supported.
B **Bold** **[Ctrl]+[B]** Make selected text bold.	I **Italic** **[Ctrl]+[I]** Italicize selected text.	U **Underline** **[Ctrl]+[U]** Underline selected text.

10.2 Meeting Controls

Mute/Unmute Microphone **[Ctrl]+[Shift]+[M]** Toggle the microphone during a meeting where supported.	**Turn Camera On/Off** **[Ctrl]+[Shift]+[O]** Toggle the camera where supported.	**Raise/Lower Hand** **[Ctrl]+[Shift]+[K]** Raise or lower your hand where supported.
Start/Stop Screen Sharing **[Ctrl]+[Shift]+[E]** Start or stop screen sharing where supported.	**End Call** **[Ctrl]+[Shift]+[H]** Leave or end a call where supported.	**Share Screen** **[Ctrl]+[Shift]+[Space]** Shortcut availability depends on Teams version and context.
Push to Talk **[Spacebar]** Temporarily unmute while holding the spacebar in supported configurations.	**Open Filters** **[Ctrl]+[Shift]+[F]** Use available filters where supported; availability depends on the current view.	

10.3 Navigation and Application Controls

Go to Search **[Ctrl]+[E]** Move to the search box.	**Open Activity** **[Ctrl]+[1]** Navigate to Activity where supported.	**Open Chat** **[Ctrl]+[2]** Navigate to Chat where supported.
Open Teams **[Ctrl]+[3]** Navigate to Teams where supported.	**Open Calendar** **[Ctrl]+[4]** Navigate to Calendar where supported.	**Open Calls** **[Ctrl]+[5]** Navigate to Calls where supported.
Open Files **[Ctrl]+[6]** Navigate to Files where supported.	**Open Settings** **[Ctrl]+[,]** Open settings where supported.	**Close Dialog** **[Esc]** Close a menu or dialog where supported.
Show Keyboard Shortcuts **[Ctrl]+[.]** Display available keyboard shortcuts in supported Teams versions.		

10.4 Working with Messages and Files

Open File `[Ctrl]+[O]` Open a file using the relevant application where supported.	**Select All** `[Ctrl]+[A]` Select all text in the active text field.	**Reply to Message** `[Ctrl]+[Shift]+[R]` Reply to a selected message where supported.
Mark Important `[Ctrl]+[Shift]+[I]` Mark a message as important where supported.	**Find** `[Ctrl]+[F]` Search within a supported message or view.	**Move Up** `[Up Arrow]` Navigate through available items where supported.
Move Down `[Down Arrow]` Navigate through available items where supported.	**Move Between Controls** `[Tab]` Move focus between interface elements.	**Select or Activate** `[Enter]` Activate the focused item where supported.
Format Message `[Ctrl]+[Shift]+[X]` Open expanded message formatting where supported.		

10.5 Tips for Online Classes and Meetings

Microphone Control `[Ctrl]+[Shift]+[M]` Quickly manage microphone status where supported.	**Camera Control** `[Ctrl]+[Shift]+[O]` Manage camera status where supported.	**Raise Hand** `[Ctrl]+[Shift]+[K]` Signal that you want to speak where supported.
Screen Sharing `[Ctrl]+[Shift]+[E]` Manage screen sharing where supported.	**Shortcut Help** `[Ctrl]+[.]` Check the keyboard shortcuts available in your Teams version.	

PART III — CHAPTER 11: ZOOM



Zoom is a cloud-based video conferencing platform widely used for online classes, webinars, virtual meetings, interviews, and collaborative team discussions. It enables users to connect via high-definition audio, video, screen sharing, real-time chat, and breakout rooms across computers, tablets, and smartphones.

11.1 Audio and Video Controls

Mute/Unmute Audio `[Alt]+[A]` Turn your microphone on or off.	**Start/Stop Video** `[Alt]+[V]` Turn your camera on or off.	**Push to Talk** `[Spacebar]` Temporarily unmute while holding the spacebar, if enabled and supported.
Switch Camera `[Alt]+[N]` Switch cameras where multiple cameras are available and supported.	**Take Screenshot** `[Alt]+[Shift]+[T]` Capture a screenshot where supported.	

11.2 Meeting Navigation and Participation

Raise/Lower Hand `[Alt]+[Y]` Raise or lower your hand during a meeting.	**Show/Hide Chat** `[Alt]+[H]` Open or close the meeting chat panel.	**Show/Hide Participants** `[Alt]+[U]` Display or hide the participants panel.
Speaker View `[Alt]+[F1]` Switch to speaker view where supported.	**Gallery View** `[Alt]+[F2]` Switch to gallery view where supported.	**Leave Meeting** `[Alt]+[Q]` Open the leave-meeting prompt.
Search Participants `[Ctrl]+[F]` Find a participant where supported in the current view.	**Toggle Mute** `[Ctrl]+[/]` Toggle microphone status in supported versions.	

11.3 Screen Sharing and Presentation

Start/Stop Screen Share `[Alt]+[S]` Open or manage screen sharing where supported.	**Pause/Resume Screen Share** `[Alt]+[T]` Pause or resume sharing where supported.	**Enter/Exit Full Screen** `[Alt]+[F]` Toggle full-screen mode where supported.
Next Slide `[Page Down]` Move to the next slide while presenting, where supported.	**Previous Slide** `[Page Up]` Move to the previous slide while presenting, where supported.	**Exit Full Screen** `[Esc]` Exit full-screen mode in supported contexts.

11.4 Chat and Meeting Communication

Open Chat `[Alt]+[H]` Open the chat panel during a meeting.	**Navigate Controls** `[Tab]` Move between available meeting controls.	**Activate Control** `[Enter]` Activate the focused control where supported.
Copy `[Ctrl]+[C]` Copy selected text.	**Paste** `[Ctrl]+[V]` Paste copied text into a supported field.	**Cut** `[Ctrl]+[X]` Cut selected text in an editable field.

B **Bold** `[Ctrl]+[B]` Apply bold formatting in supported chat or text fields.	I **Italic** `[Ctrl]+[I]` Apply italic formatting in supported text fields.

11.5 General Zoom Application Shortcuts

Settings `[Ctrl]+[,]` Open settings where supported.	**Find/Search** `[Ctrl]+[F]` Search in a supported view or text area.	**Close Dialog** `[Esc]` Close a menu or dialog where supported.
Switch Interface Sections `[F6]` Move focus between interface sections where supported.	**Start/Stop Screen Share** `[Alt]+[Shift]+[S]` Control screen sharing where supported.	**Mute/Unmute Audio** `[Alt]+[Shift]+[A]` Control audio in supported versions.
Start/Stop Video `[Alt]+[Shift]+[V]` Control video in supported versions.	**Mute/Unmute Audio** `[Ctrl]+[/]` Toggle audio where supported by the current Zoom version.	

PAGE IV — CHAPTER 12: CANVA



Canva is an online visual design and publishing platform used to create a wide variety of content, including social media graphics, presentations, posters, flyers, certificates, infographics, and educational materials. It provides intuitive drag-and-drop tools, customizable templates, fonts, images, and shortcut workflows that allow users to design quickly and efficiently without requiring advanced design software training.

12.1 Basic Editing Shortcuts

Copy `[Ctrl]+[C]`	**Paste** `[Ctrl]+[V]`	**Cut** `[Ctrl]+[X]`

Copy a selected design element.	Paste a copied element.	Cut a selected element.
Undo `[Ctrl]+[Z]` Reverse the last action.	**Redo** `[Ctrl]+[Y]` Repeat or restore an undone action.	**Delete Element** `[Delete]` Remove the selected element.
Delete Element `[Backspace]` Remove the selected element where supported.	**Duplicate** `[Ctrl]+[D]` Duplicate a selected element or page where supported.	**Select All** `[Ctrl]+[A]` Select all elements in the current design context where supported.
Save `[Ctrl]+[S]` Canva saves designs automatically; this shortcut may act differently depending on the browser or operating system.		

12.2 Text and Typography Shortcuts

B Bold `[Ctrl]+[B]` Make selected text bold.	**I Italic** `[Ctrl]+[I]` Italicize selected text.	**U Underline** `[Ctrl]+[U]` Underline selected text where supported.
Add Text Box `[T]` Add a text box in supported Canva editing contexts.	**Edit Text** `[Enter]` Enter text-editing mode or create a new line, depending on context.	**Select Text** `[Ctrl]+[A]` Select all text while the text cursor is active.
Move Cursor `[Arrow Keys]` Move the text cursor or navigate elements, depending on focus.	**Increase Font Size** `[Ctrl]+[Shift]+[>]` Increase font size in supported text-editing contexts.	**Decrease Font Size** `[Ctrl]+[Shift]+[<]` Decrease font size in supported text-editing contexts.

12.3 Adding Design Elements

Add Rectangle `[R]` Insert a rectangle in supported editing contexts.	**Add Circle** `[C]` Insert a circle in supported editing contexts.	**Add Line** `[L]` Insert a line in supported editing contexts.
Open Element Search `[/]` Open element search where supported.	**Add Link** `[Ctrl]+[Shift]+[K]` Add a link in supported editing contexts; verify availability in your version.	**Add Page** `[Ctrl]+[Enter]` Add a new page in supported Canva contexts.
Duplicate Page/Element `[Ctrl]+[D]` Duplicate a selected page or element where supported.	**Group Elements** `[Ctrl]+[G]` Group selected elements.	**Ungroup Elements** `[Ctrl]+[Shift]+[G]` Ungroup selected elements where supported.

12.4 Arrange and Align Objects

Bring Forward
`[Ctrl]+[]]`
Move an element forward in the stacking order where supported.

Send Backward
`[Ctrl]+[[]`
Move an element backward in the stacking order where supported.

Bring to Front
`[Ctrl]+[Shift]+[]]`
Move an element to the front where supported.

Send to Back
`[Ctrl]+[Shift]+[[]`
Move an element to the back where supported.

Move Element Further
`[Shift]+[Arrow Keys]`
Move a selected element by a larger increment where supported.

Nudge Element
`[Arrow Keys]`
Move a selected element slightly.

Select Multiple Elements
`[Shift]+[Click]`
Select additional elements where supported.

12.5 Pages, Presentation and Export

Add New Page
`[Ctrl]+[Enter]`
Add a page in supported editing contexts.

Duplicate Page
`[Ctrl]+[D]`
Duplicate the selected page where supported.

Present Design
`[Ctrl]+[Alt]+[P]`
Start presentation mode where supported; verify in your version.

Zoom In
`[Ctrl]+[]+[]`
Increase zoom in supported contexts.

Zoom Out
`[Ctrl]+[-]`
Reduce zoom in supported contexts.

Reset Zoom
`[Ctrl]+[0]`
Reset browser zoom where supported; this may not control Canva's canvas zoom.

Save As
`[Ctrl]+[Shift]+[S]`
Browser or application behaviour may differ; use Canva's Share/Download options for exporting.

Download Design
`[–]`
Use Canva's Share → Download menu to export as PNG, JPG, PDF, or another available format.

Insert Link
`[Ctrl]+[K]`
Add a hyperlink to selected text or an element where supported.

Deselect/Close
`[Esc]`
Deselect an element or close an active menu where supported.

PART IV — CHAPTER 13: VISUAL STUDIO CODE



Visual Studio Code (VS Code) is a popular, lightweight, and powerful source-code editor developed by Microsoft. It is widely used by students, web developers, and software engineers for coding in Python, JavaScript, HTML/CSS, C/C++, Java, and many other programming languages. VS Code features built-in debugging support, Git version control integration, syntax highlighting, code completion (IntelliSense), an integrated terminal, and a rich ecosystem of extensions.

13.1 File and Editor Management

New File `[Ctrl]+[N]` Create a new untitled file.	**Open File** `[Ctrl]+[O]` Open a file.	**Save File** `[Ctrl]+[S]` Save the current file.
Save As `[Ctrl]+[Shift]+[S]` Save the file with another name or location.	**Close Editor** `[Ctrl]+[W]` Close the active editor.	**New Window** `[Ctrl]+[Shift]+[N]` Open a new VS Code window.
Reopen Closed Editor `[Ctrl]+[Shift]+[T]` Reopen a recently closed editor where supported.	**Open Folder** `[Ctrl]+[K, then Ctrl]+[O]` Open a folder in VS Code.	**Command Palette** `[Ctrl]+[Shift]+[P]` Search for and run VS Code commands.
Keyboard Shortcuts `[Ctrl]+[K, then Ctrl]+[S]` Open the keyboard-shortcut settings.		

13.2 Basic Code Editing

Copy `[Ctrl]+[C]` Copy selected code or the current line when no selection exists.	**Cut** `[Ctrl]+[X]` Cut selected code or the current line when no selection exists.	**Paste** `[Ctrl]+[V]` Paste copied code.
Undo `[Ctrl]+[Z]` Reverse the last editing action.	**Redo** `[Ctrl]+[Y]` Redo the last undone action.	**Delete Line** `[Ctrl]+[Shift]+[K]` Delete the current line.
Insert Line Below `[Ctrl]+[Enter]` Create a new line below the current line.	**Insert Line Above** `[Ctrl]+[Shift]+[Enter]` Create a new line above the current line.	**Move Line Down** `[Alt]+[Down Arrow]` Move the current line downward.

Move Line Up `[Alt]+[Up Arrow]` Move the current line upward.	**Copy Line Down** `[Shift]+[Alt]+[Down Arrow]` Duplicate the current line below.	**Copy Line Up** `[Shift]+[Alt]+[Up Arrow]` Duplicate the current line above.
Indent Line `[Ctrl]+[]]` Increase indentation.	**Outdent Line** `[Ctrl]+[[]` Decrease indentation.	**Toggle Line Comment** `[Ctrl]+[/]` Add or remove a line comment.
Toggle Block Comment `[Shift]+[Alt]+[A]` Add or remove a block comment where supported by the language.		

13.3 Finding and Navigating Code

Find `[Ctrl]+[F]` Search for text in the current file.	**Find and Replace** `[Ctrl]+[H]` Search for and replace text in the current file.	**Search Across Files** `[Ctrl]+[Shift]+[F]` Search for text throughout the workspace.
Replace Across Files `[Ctrl]+[Shift]+[H]` Find and replace text across files.	**Quick Open** `[Ctrl]+[P]` Find and open a file quickly.	**Go to Line** `[Ctrl]+[G]` Jump to a particular line number.
Go to Symbol `[Ctrl]+[Shift]+[O]` Find symbols in the current file.	**Show All Symbols** `[Ctrl]+[T]` Search for symbols across the workspace.	**Go to Beginning of File** `[Ctrl]+[Home]` Move the cursor to the start of the file.
Go to End of File `[Ctrl]+[End]` Move the cursor to the end of the file.	**Navigate Back** `[Alt]+[Left Arrow]` Return to the previous cursor location or editor position.	**Navigate Forward** `[Alt]+[Right Arrow]` Move forward through navigation history.

13.4 Code Formatting and Productivity

Format Document `[Shift]+[Alt]+[F]` Format the current document using the available formatter.	**Format Selection** `[Ctrl]+[K, then Ctrl]+[F]` Format the selected code.	**Fold Code** `[Ctrl]+[Shift]+[[]` Collapse a code block.
Unfold Code `[Ctrl]+[Shift]+[]]` Expand a collapsed code block.	**Toggle Word Wrap** `[Alt]+[Z]` Wrap long lines within the editor window.	**Add Selection to Next Match** `[Ctrl]+[D]` Select the next occurrence of the current selection.
Select All Matching Occurrences `[Ctrl]+[Shift]+[L]` Select all occurrences of the current selection.	**Select Current Line** `[Ctrl]+[L]` Select the current line.	**Jump to Matching Bracket** `[Ctrl]+[Shift]+[\]` Move between matching brackets.

Trim Trailing Whitespace
`[Ctrl]+[K, then Ctrl]+[X]`
Remove extra spaces at the ends of lines.

13.5 Terminal, Debugging and Extensions

Toggle Integrated Terminal `[Ctrl]+[`]` Open or close the integrated terminal.	**Start/Continue Debugging** `[F5]` Start debugging or continue execution.	**Stop Debugging** `[Shift]+[F5]` Stop the active debugging session.
Toggle Breakpoint `[F9]` Add or remove a breakpoint on the current line.	**Step Over** `[F10]` Execute the next statement without entering a function.	**Step Into** `[F11]` Enter a function during debugging.
Open Run and Debug `[Ctrl]+[Shift]+[D]` Open the Run and Debug view.	**Problems Panel** `[Ctrl]+[Shift]+[M]` View errors, warnings, and other reported problems.	**Explorer** `[Ctrl]+[Shift]+[E]` Open the Explorer view.
Extensions `[Ctrl]+[Shift]+[X]` Open the Extensions view.	**Source Control** `[Ctrl]+[Shift]+[G]` Open the Source Control view.	**Settings** `[Ctrl]+[,]` Open VS Code settings.

PART IV — CHAPTER 14: GIT BASICS



Git is a distributed version control system used to track changes in source code, manage software development projects, collaborate with other developers, and maintain different versions of code repositories over time. Because Git is operated primarily through command-line terminals rather than universal mouse menus, mastering its essential commands and terminal shortcuts is vital for programming workflows.

14.1 Terminal Keyboard Shortcuts

Interrupt Command `[Ctrl]+[C]` Stop a running command in many terminals.	**Copy** `[Ctrl]+[Shift]+[C]` Copy selected text in many Linux terminals and some other terminal applications.	**Paste** `[Ctrl]+[Shift]+[V]` Paste copied text in many Linux terminals and some other terminal applications.
Previous Command `[Up Arrow]` Recall the previous command in the terminal.	**Next Command** `[Down Arrow]` Move through command history.	**Clear Screen** `[Ctrl]+[L]` Clear the terminal display in many shells.
Execute Command `[Enter]` Run the typed command.	**Auto-Complete** `[Tab]` Complete file names or commands where supported.	**End Input/Exit** `[Ctrl]+[D]` Signal end-of-input or exit an interactive shell where appropriate.
Search Command History `[Ctrl]+[R]` Search previous commands in shells such as Bash.		

14.2 Essential Git Commands

Check Git Version `[git --version]` Display the installed Git version.	**Set Username** `[git config --global user.name "Your Name"]` Configure the name associated with commits.	**Set Email** `[git config --global user.email "you@example.com"]` Configure the email associated with commits.
Initialise Repository `[git init]` Create a new Git repository in the current folder.	**Clone Repository** `[git clone <URL>]` Copy a remote repository to your computer.	**Check Status** `[git status]` Show changed, staged, and untracked files.
Stage File `[git add <file>]` Prepare a specific file for the next commit.	**Stage Changes** `[git add .]` Stage changes in the current directory and its subdirectories.	**Commit Changes** `[git commit -m "message"]` Record staged changes in the repository history.
View History `[git log]` Display previous commits.	**List Branches** `[git branch]` Show local branches.	**Create Branch** `[git branch <name>]` Create a new branch.
Switch Branch `[git switch <name>]` Move to an existing branch.	**Create and Switch** `[git switch -c <name>]` Create a branch and switch to it.	**Compare Changes** `[git diff]` Show unstaged differences.

14.3 Synchronising and Managing Changes

Pull Changes	**Push Changes**	**View Remotes**

[git pull] Fetch and integrate changes from a remote branch.	**[git push]** Upload local commits to a remote repository.	**[git remote -v]** Display configured remote repository addresses.
🔗 **Add Remote** **[git remote add origin <URL>]** Connect the local repository to a remote repository named origin.	📥 **Fetch Changes** **[git fetch]** Download remote updates without integrating them into the current branch.	🔀 **Merge Branch** **[git merge <branch>]** Integrate changes from another branch.
↩️ **Discard Unstaged Changes** **[git restore <file>]** Restore a file from the index or another specified source. Caution: this can discard local edits.	📦 **Temporarily Store Changes** **[git stash]** Save uncommitted changes temporarily.	📤 **Restore Stashed Changes** **[git stash pop]** Apply stashed changes and remove the stash entry if successful.
🚀 **List Tags** **[git tag]** Display available tags.		

14.4 Useful Git Commands for Daily Work

📜 **Compact History** **[git log --oneline]** Display commits in a shorter format.	🔍 **Review Staged Changes** **[git diff --staged]** Show changes prepared for committing.	⊃ **Short Status** **[git status -sb]** Show branch and file status concisely.
🔄 **Return to Previous Branch** **[git switch -]** Switch back to the previously checked-out branch.	🚀 **Create Tag** **[git tag <tagname>]** Create a tag at the current commit.	🧹 **Preview Untracked File Cleanup** **[git clean -n]** Preview which untracked files would be removed.
🔎 **Inspect Commit** **[git show]** Display details of a commit or other Git object.	📍 **Current Commit ID** **[git rev-parse --short HEAD]** Display the short identifier of the current commit.	↩️ **Revert Commit** **[git revert <commit>]** Create a new commit that reverses the changes introduced by an earlier commit.
🗑️ **Reset Staging** **[git reset]** Unstage changes or move repository state, depending on the options used. Read the command carefully before executing it.		

14.5 A Simple Git Workflow

Step 1 **Command** **[git status]** Check the current changes.	Step 2 **Command** **[git add .]** Stage the changes.	Step 3 **Command** **[git diff --staged]** Review the staged changes.
Step 4 **Command** **[git commit -m "Describe changes"]** Save a snapshot in the local history.	Step 5 **Command** **[git push]** Upload commits to the remote repository, if configured.	

PART V — CHAPTER 15: CHATGPT TIPS AND SHORTCUTS



ChatGPT is an advanced artificial intelligence assistant developed by OpenAI that uses natural language processing to converse, write, brainstorm, solve problems, analyze data, and generate programming code. Unlike traditional desktop software, ChatGPT operates via web and mobile interfaces, meaning its shortcut workflows combine standard web browser controls with effective prompt engineering techniques.

15.1 Basic Keyboard Shortcuts for Using ChatGPT

Copy `[Ctrl]+[C]` Copy selected text from a response.	**Paste** `[Ctrl]+[V]` Paste text into the message box.	**Cut** `[Ctrl]+[X]` Cut selected text.
Undo `[Ctrl]+[Z]` Undo an editing action in a supported text field.	**Find Text** `[Ctrl]+[F]` Search for text on the current page in supported browsers.	**Refresh Page** `[Ctrl]+[R]` Reload the current browser page.
New Tab `[Ctrl]+[T]` Open a new browser tab.	**Close Tab** `[Ctrl]+[W]` Close the current browser tab.	**Reopen Closed Tab** `[Ctrl]+[Shift]+[T]` Reopen a recently closed browser tab.
Address Bar `[Ctrl]+[L]` Focus the browser's address bar.	**Send Message** `[Enter]` Send a message in supported ChatGPT interfaces.	**New Line** `[Shift]+[Enter]` Insert a new line in supported message composers.

15.2 Writing and Editing with ChatGPT

Copy AI Response `[Ctrl]+[C]` Copy selected response text.	**Select All** `[Ctrl]+[A]` Select all text in the active field or page, depending on focus.	**Paste Your Notes** `[Ctrl]+[V]` Paste your notes or instructions into the message box.
Bold Text `[Ctrl]+[B]` Apply bold formatting in supported editors.	**Italic Text** `[Ctrl]+[I]` Apply italic formatting in supported editors.	**Find Information** `[Ctrl]+[F]` Locate a word or phrase in the current conversation or page where supported.
Undo Editing `[Ctrl]+[Z]`	**Paste Plain Text** `[Ctrl]+[Shift]+[V]`	

Undo a change in a supported text editor.	Paste without formatting in applications that support this shortcut.

15.3 Useful Ways to Give ChatGPT Instructions

These are prompt techniques, not keyboard shortcuts. They help users obtain clearer and more useful answers.

Be Specific "Explain cloud computing with three simple examples." — Get a focused answer.	**Assign a Role** "Act as a computer science teacher." — Set the perspective and style.	**Specify a Format** "Present the answer in a five-column table." — Receive information in a chosen format.
Request Steps "Explain how to install Python step by step." — Break a task into manageable stages.	**Request Simplicity** "Explain this topic in simple English." — Make complex information easier to understand.	**Request a Summary** "Summarize this passage in five bullet points." — Extract key ideas.
Request Code "Write a Python program to check whether a number is prime." — Generate a programming example.	**Request Review** "Check this paragraph for grammar and clarity." — Improve written content.	**Compare Options** "Compare cloud storage and local storage in a table." — Understand similarities and differences.
Brainstorm Ideas "Suggest ten innovative computer science project ideas." — Explore possible solutions.		

15.4 ChatGPT for Students and Teachers

"Explain this topic for a beginner." Learning — Understand unfamiliar concepts.	**"Create ten MCQs with answers."** Examination Preparation — Practice important topics.	**"Prepare concise revision notes."** Study Notes — Review key information quickly.
"Conduct a mock viva with me." Viva Preparation — Practice answering questions.	**"Explain this code line by line."** Programming — Understand program logic.	**"Help me identify the error in this code."** Debugging — Investigate programming problems.
D **"Create a comparison table for these concepts."** Teaching — Present differences clearly.	**"Prepare a seven-day study plan."** Time Management — Organise learning activities.	**"Give a real-world example of this concept."** Practical Learning — Connect theory with everyday applications.
"Suggest an infographic layout for this topic." Teaching Materials — Plan visually engaging content.		

15.5 Responsible and Effective AI Use

Verify Important Facts AI-generated information can contain errors.	**Protect Personal Information** Avoid sharing passwords, confidential records, or sensitive data unnecessarily.	**Check References** Confirm quotations, research papers, and citations before using them.

Think Independently Use AI to support learning rather than replace understanding.	**Review Generated Content** Check spelling, accuracy, tone, and suitability before publishing.	**Follow Academic Rules** Follow your institution's policies on AI-assisted work.
Provide Context Include the subject, audience, purpose, and required level of detail.	**Refine Your Request** If the first response is unsuitable, explain what should change.	

SECTION A — MOST-USED SHORTCUT KEYS

Purpose: This section provides a quick reference to the most frequently used keyboard shortcuts for everyday computer tasks, document editing, Windows navigation, web browsing, and file management.

A.1 Everyday Editing and General Shortcuts

Copy [Ctrl]+[C] Copies selected text, files, or items.	**Cut** [Ctrl]+[X] Cuts selected text or items.	**Paste** [Ctrl]+[V] Pastes copied or cut content.
Undo [Ctrl]+[Z] Reverses the last action.	**Redo** [Ctrl]+[Y] Repeats or restores an undone action in many applications.	**Select All** [Ctrl]+[A] Select all content in the active area.
Save [Ctrl]+[S] Saves the current file.	**Print** [Ctrl]+[P] Opens the print window.	**Find** [Ctrl]+[F] Searches for text or content.
Find and Replace [Ctrl]+[H] Opens Find and Replace in supported applications.	**New** [Ctrl]+[N] Creates a new document or window in supported applications.	**Open** [Ctrl]+[O] Opens a file.
Close [Ctrl]+[W] Closes the active document, tab, or window.	**Bold** [Ctrl]+[B] Makes selected text bold in supported editors.	**Italic** [Ctrl]+[I] Makes selected text italic in supported editors.
Underline [Ctrl]+[U] Underlines selected text in supported editors.		

A.2 Windows Navigation Shortcuts

Switch Applications `[Alt]+[Tab]` Switches between open applications.	**Show Desktop** `[Windows]+[D]` Minimizes or restores windows to show the desktop.	**Open File Explorer** `[Windows]+[E]` Opens File Explorer.
Lock Computer `[Windows]+[L]` Locks the computer.	**Open Settings** `[Windows]+[I]` Opens Windows Settings.	**Windows Search** `[Windows]+[S]` Opens Windows Search.
Clipboard History `[Windows]+[V]` Opens clipboard history if the feature is enabled.	**Screen Snipping** `[Windows]+[Shift]+[S]` Captures a selected area of the screen.	**Task Manager** `[Ctrl]+[Shift]+[Esc]` Opens Task Manager directly.
Task View `[Windows]+[Tab]` Displays open windows and virtual desktops.	**Quick Settings** `[Windows]+[A]` Opens Quick Settings in Windows 11; behavior differs in some Windows versions.	**Voice Typing** `[Windows]+[H]` Opens voice typing in supported Windows versions.

A.3 Text Selection and Navigation

Beginning of Line `[Home]` Moves the cursor to the beginning of the current line in many editors.	**End of Line** `[End]` Moves the cursor to the end of the current line in many editors.	**Beginning of Document** `[Ctrl]+[Home]` Moves to the beginning of a document in many editors.
End of Document `[Ctrl]+[End]` Moves to the end of a document in many editors.	**Previous Word** `[Ctrl]+[Left Arrow]` Moves the cursor to the previous word in many text editors.	**Next Word** `[Ctrl]+[Right Arrow]` Moves the cursor to the next word in many text editors.
Select Text `[Shift]+[Arrow Key]` Select text one character or line at a time, depending on the arrow.	**Select by Word** `[Ctrl]+[Shift]+[Arrow]` Extends the selection by words or other units, depending on the direction and application.	

A.4 Web Browser Shortcuts

New Tab `[Ctrl]+[T]` Opens a new browser tab.	**Reopen Closed Tab** `[Ctrl]+[Shift]+[T]` Reopens the most recently closed tab in supported browsers.	**Next Tab** `[Ctrl]+[Tab]` Moves to the next browser tab.

Address Bar `[Ctrl]+[L]` Selects the browser address bar.	**Reload Page** `[Ctrl]+[R]` Reloads the current web page.	**★ Bookmark Page** `[Ctrl]+[D]` Adds the current page to bookmarks in many browsers.
Downloads `[Ctrl]+[J]` Opens the downloads page in many browsers.	**Incognito or Private Window** `[Ctrl]+[Shift]+[N]` Opens a private browsing window in Google Chrome on Windows; other browsers may use a different shortcut.	

A.5 File and Folder Management

Rename `[F2]` Renames a selected file or folder in File Explorer.	**New Folder** `[Ctrl]+[Shift]+[N]` Creates a new folder in File Explorer.	**Properties** `[Alt]+[Enter]` Opens the Properties window for a selected file or folder.
Back `[Alt]+[Left Arrow]` Returns to the previous location in File Explorer or a supported browser.	**Forward** `[Alt]+[Right Arrow]` Moves forward through previously visited locations in supported applications.	**Delete Selected Item** `[Delete]` Deletes the selected item; in File Explorer, it normally moves the item to the Recycle Bin.

SECTION B — KEYBOARD LAYOUTS AND FUNCTION KEYS

A computer keyboard is an input device used to enter text, numbers, symbols, and commands. Understanding the keyboard layout and function keys helps users work faster and more efficiently.

B.1 Main Areas of a Computer Keyboard

Alphanumeric Keys Includes letters A–Z, numbers, punctuation marks, and symbols. (Typing text, numbers, and symbols.)	**Numeric Keypad** A separate group of number keys, usually on the right side of a full-size keyboard. (Entering numbers and performing calculations.)	**Function Keys** The keys labelled F1 to F12, usually at the top of the keyboard. (Performing application-specific or system-related actions.)
Modifier Keys Includes Ctrl, Alt, Shift, and the Windows key. (Combining keys to perform shortcuts.)	**Navigation Keys** Includes Home, End, Page Up, Page Down, and arrow keys. (Moving the cursor and navigating documents.)	**Editing Keys** Includes Backspace, Delete, Insert, and Enter. (Correcting text, deleting content, and confirming actions.)

Caps Lock Toggles continuous uppercase typing. (Typing capital letters without holding Shift.)	**Tab** Moves to the next field or inserts an indentation in supported applications. (Navigating forms and formatting text.)	**Esc** Usually cancels or exits the current operation. (Closing menus or cancelling a dialog action.)
Enter Confirms an action or creates a new line in text editors. (Submitting forms and executing commands.)		

B.2 Function Keys: F1 to F12

Function keys can perform different tasks depending on the operating system, application, keyboard model, and whether the Fn key is required.

Opens Help in many applications. **[F1]** Help in Microsoft Office applications.	**Renames a selected file in Windows File Explorer.** **[F2]** Rename a document.	**Searches or finds content in some applications.** **[F3]** Search behaviour varies by application.
Performs application-specific actions. **[F4]** Alt + F4 closes the active application window.	**Refreshes or reloads content in many applications.** **[F5]** Refresh a Windows File Explorer window or browser page.	**Moves focus between interface areas in some applications.** **[F6]** Navigate browser interface sections.
Starts spelling or grammar checking in some applications. **[F7]** Spelling and grammar tools in Microsoft Word.	**Provides application- or system-specific functions.** **[F8]** May be used for special startup options on some PCs.	**Performs application-specific functions.** **[F9]** Field updates or other commands in supported applications.
Activates menu navigation in many Windows applications. **[F10]** Shift + F10 commonly opens a context menu.	**Toggles full-screen mode in many web browsers.** **[F11]** Enter or exit browser full-screen mode.	**Performs application-specific functions.** **[F12]** Opens Save As in some Microsoft Office applications.

B.3 Special Keys and Their Uses

Control Key **[Ctrl]** Used with other keys to execute shortcuts.	**Shift Key** **[Shift]** Types uppercase letters and selects text when combined with navigation keys.	**Alternate Key** **[Alt]** Activates alternative commands and keyboard shortcuts.
Windows Key **[Windows]** Opens the Start menu or works with other keys for system shortcuts.	**Tab Key** **[Tab]** Moves between fields or interface controls.	**Escape Key** **[Esc]** Cancels or exits many operations.

⌫ Backspace Key **[Backspace]** Deletes the character to the left of the cursor.	**⌦ Delete Key** **[Delete]** Deletes the character to the right of the cursor or a selected item.	**↵ Enter Key** **[Enter]** Confirms commands or starts a new line.
⇪ Capital Lock **[Caps Lock]** Toggles uppercase typing.	**⇱ Home Key** **[Home]** Moves to the beginning of a line or another starting position, depending on the application.	**⇲ End Key** **[End]** Moves to the end of a line or another ending position, depending on the application.
⇞ Page Up Key **[Page Up]** Moves the visible content upward by approximately one screen.	**⇟ Page Down Key** **[Page Down]** Moves the visible content downward by approximately one screen.	**↑↓←→ Navigation Keys** **[Arrow Keys]** Move the cursor or selection in different directions.
Insert Key **[Insert]** Toggles insert/overwrite behaviour in some applications.		

B.4 Common Modifier-Key Combinations

Lock Screen **[Windows]+[L]** Locks the computer.	**Show Desktop** **[Windows]+[D]** Displays the desktop.	**Open File Explorer** **[Windows]+[E]** Opens file and folder management.
Settings **[Windows]+[I]** Opens Windows Settings.	**Switch Applications** **[Alt]+[Tab]** Switches between open applications.	**Close Window** **[Alt]+[F4]** Closes the active window or application.
Task Manager **[Ctrl]+[Shift]+[Esc]** Opens Task Manager.	**Context Menu** **[Shift]+[F10]** Opens the context menu for the focused item in many Windows applications.	**Find** **[Ctrl]+[F]** Searches for text or content.
Save **[Ctrl]+[S]** Saves the current file.		

B.5 Types of Computer Keyboards

Standard Keyboard A general-purpose keyboard with letters, numbers, and function keys. (Office and educational work.)	**Laptop Keyboard** A compact keyboard integrated into a laptop. (Portable computing.)	**Numeric Keypad Keyboard** Includes a dedicated numeric keypad. (Data entry and calculations.)
Gaming Keyboard Often includes programmable keys and gaming-oriented features. (Gaming and custom commands.)	**Wireless Keyboard** Connects using Bluetooth or a wireless receiver. (Flexible desk arrangements.)	**Ergonomic Keyboard** Designed to support a more comfortable typing position. (Extended typing sessions.)

Multilingual Keyboard
Supports multiple languages or language-input methods. (Typing in different languages.)

SECTION C — QUICK REFERENCE GUIDE

This section is designed as a quick-reference page. Readers can find frequently used shortcuts without searching through the entire book.

C.1 Essential Shortcuts for Daily Use

Shortcut Key	Function	Application / Area
Ctrl + C	Copy	Most applications
Ctrl + X	Cut	Most applications
Ctrl + V	Paste	Most applications
Ctrl + Z	Undo	Most applications
Ctrl + Y	Redo or repeat	Many applications
Ctrl + A	Select All	Most applications
Ctrl + S	Save	Most applications
Ctrl + P	Print	Most applications
Ctrl + F	Find	Most applications
Ctrl + H	Find and replace	Supported applications
Ctrl + N	New document or window	Depends on application
Ctrl + O	Open file	Most desktop applications
Ctrl + W	Close tab or document	Supported applications
Alt + F4	Close active window	Windows
Alt + Tab	Switch applications	Windows

C.2 Windows and File Management

Shortcut Key	Function	Application / Area
Windows + E	Open File Explorer	Windows

Windows + D	Show desktop	Windows
Windows + L	Lock computer	Windows
Windows + I	Open Settings	Windows
Windows + S	Open Windows Search	Windows
Windows + Shift + S	Capture part of the screen	Windows
Ctrl + Shift + Esc	Open Task Manager	Windows
F2	Rename selected item	File Explorer
Ctrl + Shift + N	Create a new folder	File Explorer
Alt + Enter	Open Properties	File Explorer
Delete	Delete selected item	File Explorer
Ctrl + A	Select all items	File Explorer
Alt + Left Arrow	Go back	File Explorer / supported browsers
Alt + Right Arrow	Go forward	File Explorer / supported browsers
Windows + V	Open clipboard history	Windows, if enabled

C.3 Microsoft Word and Document Editing

Shortcut Key	**Function**	**Application / Area**
Ctrl + B	Bold text	Word and many editors
Ctrl + I	Italic text	Word and many editors
Ctrl + U	Underline text	Word and many editors
Ctrl + E	Centre-align paragraph	Microsoft Word
Ctrl + L	Left-align paragraph	Microsoft Word
Ctrl + R	Right-align paragraph	Microsoft Word
Ctrl + J	Justify paragraph	Microsoft Word
Ctrl + K	Insert hyperlink	Word and many applications
Ctrl + Home	Move to document beginning	Many editors
Ctrl + End	Move to document end	Many editors

C.4 Microsoft Excel

Shortcut Key	Function	Application / Area
F2	Edit active cell	Excel
Alt + =	Insert AutoSum formula	Excel
Ctrl + 1	Open Format Cells	Excel
Ctrl + ;	Insert current date	Excel
Ctrl + Shift + ;	Insert current time	Excel
Ctrl + Arrow Key	Move to the edge of a data region	Excel
Ctrl + Space	Select the entire column	Excel
Shift + Space	Select the entire row	Excel
Ctrl + Page Up	Move to the previous worksheet	Excel
Ctrl + Page Down	Move to the next worksheet	Excel

C.5 Microsoft PowerPoint

Shortcut Key	Function	Application / Area
Ctrl + M	Insert a new slide	PowerPoint
F5	Start slideshow from the beginning	PowerPoint
Shift + F5	Start slideshow from the current slide	PowerPoint
Esc	End slideshow	PowerPoint
Ctrl + D	Duplicate selected object or slide	PowerPoint
Ctrl + G	Group selected objects	PowerPoint
Ctrl + Shift + G	Ungroup selected objects	PowerPoint
Ctrl + K	Insert hyperlink	PowerPoint
Ctrl + S	Save presentation	PowerPoint
Ctrl + P	Open print options	PowerPoint

C.6 Internet Browsing

Shortcut Key	Function	Application / Area
Ctrl + T	Open a new tab	Most browsers

Ctrl + Shift + T	Reopen the last closed tab	Most browsers
Ctrl + W	Close the current tab	Most browsers
Ctrl + Tab	Move to the next tab	Most browsers
Ctrl + Shift + Tab	Move to the previous tab	Most browsers
Ctrl + L	Select the address bar	Most browsers
Ctrl + R	Reload the page	Most browsers
Ctrl + D	Bookmark the current page	Most browsers
Ctrl + J	Open downloads	Most browsers
Ctrl + Shift + N	Open an Incognito window in Chrome	Google Chrome on Windows

C.7 Visual Studio Code and Programming

Shortcut Key	Function	Application / Area
Ctrl + P	Quickly open a file	Visual Studio Code
Ctrl + Shift + P	Open Command Palette	Visual Studio Code
Ctrl + /	Toggle line comment in supported languages	Visual Studio Code
Alt + Up Arrow	Move the current line upward	Visual Studio Code
Alt + Down Arrow	Move the current line downward	Visual Studio Code
Shift + Alt + Down Arrow	Copy the current line downward	Visual Studio Code
Ctrl + D	Select the next matching occurrence	Visual Studio Code
Ctrl + Shift + K	Delete the current line	Visual Studio Code
F5	Start or continue debugging	Visual Studio Code
Ctrl + `	Toggle the integrated terminal	Visual Studio Code

C.8 The Top 10 Shortcuts Every Student Should Memories

Shortcut Key	Remember it As
Ctrl + C	Copy
Ctrl + V	Paste

Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + S	Save
Ctrl + A	Select All
Ctrl + F	Find
Alt + Tab	Switch Applications
Windows + E	Open File Explorer
Windows + Shift + S	Capture a Screen Area

A Simple Memory Trick

C = Copy

V = Paste

X = Cut

Z = Undo

S = Save

F = Find

A = All

SECTION D — ALPHABETICAL INDEX

This alphabetical index helps readers locate shortcut keys by function, action, or application. The page numbers below are placeholders because the final pagination will depend on the book's Word layout.

D.1 Alphabetical Index of Shortcut Functions

Shortcut / Function	Shortcut Key	Chapter / Section	Page No.
Address Bar	Ctrl + L	Google Chrome	17
Align Centre	Ctrl + E	Microsoft Word	8
Align Justify	Ctrl + J	Microsoft Word	8
Align Left	Ctrl + L	Microsoft Word	8

Align Right	Ctrl + R	Microsoft Word	8
AutoSum	Alt + =	Microsoft Excel	11
Back	Alt + Left Arrow	File Explorer / Browser	6, 17
Bold	Ctrl + B	Microsoft Word	8
Bookmark Page	Ctrl + D	Google Chrome	17
Browser Downloads	Ctrl + J	Google Chrome	17
Cancel / Escape	Esc	Computer Basics	2
Capture Screen Area	Windows + Shift + S	Windows Shortcuts	3
Close Application	Alt + F4	Windows Shortcuts	3
Close Current Tab	Ctrl + W	Google Chrome	17
Close Document	Ctrl + W	Microsoft Word	8
Comment Code	Ctrl + /	Visual Studio Code	31
Copy	Ctrl + C	Computer Basics	2
Create New Folder	Ctrl + Shift + N	File Explorer	6
Cut	Ctrl + X	Computer Basics	2
Delete Selected Item	Delete	File Explorer	6
Duplicate Slide or Object	Ctrl + D	Microsoft PowerPoint	14
Edit Cell	F2	Microsoft Excel	11
End of Document	Ctrl + End	Computer Basics	2

Find	Ctrl + F	Computer Basics	2
Find and Replace	Ctrl + H	Microsoft Word	8
Format Cells	Ctrl + 1	Microsoft Excel	11
Full-Screen Mode	F11	Google Chrome	17
Go to Beginning of Document	Ctrl + Home	Computer Basics	2
Group Objects	Ctrl + G	Microsoft PowerPoint	14
Help	F1	Keyboard Layouts and Function Keys	40
Hyperlink	Ctrl + K	Microsoft Office	8, 11, 14
Incognito Window	Ctrl + Shift + N	Google Chrome	17
Insert New Slide	Ctrl + M	Microsoft PowerPoint	14
Insert Current Date	Ctrl + ;	Microsoft Excel	11
Insert Current Time	Ctrl + Shift + ;	Microsoft Excel	11
Italic	Ctrl + I	Microsoft Word	8
Lock Computer	Windows + L	Windows Shortcuts	3
Move Between Tabs	Ctrl + Tab	Google Chrome	17
Move to Next Worksheet	Ctrl + Page Down	Microsoft Excel	11
Move to Previous Worksheet	Ctrl + Page Up	Microsoft Excel	11
New Browser Tab	Ctrl + T	Google Chrome	17
New Document	Ctrl + N	Computer Basics	2

Open File	Ctrl + O	Computer Basics	2
Open File Explorer	Windows + E	Windows Shortcuts	3
Open Settings	Windows + I	Windows Shortcuts	3
Paste	Ctrl + V	Computer Basics	2
Print	Ctrl + P	Computer Basics	2
Redo	Ctrl + Y	Computer Basics	2
Refresh Page	Ctrl + R	Google Chrome	17
Rename File	F2	File Explorer	6
Reopen Closed Tab	Ctrl + Shift + T	Google Chrome	17
Save	Ctrl + S	Computer Basics	2
Select All	Ctrl + A	Computer Basics	2
Show Desktop	Windows + D	Windows Shortcuts	3
Start Slideshow	F5	Microsoft PowerPoint	14
Start Slideshow from Current Slide	Shift + F5	Microsoft PowerPoint	14
Switch Applications	Alt + Tab	Windows Shortcuts	3
Task Manager	Ctrl + Shift + Esc	Windows Shortcuts	3
Undo	Ctrl + Z	Computer Basics	2
Underline	Ctrl + U	Microsoft Word	8
Ungroup Objects	Ctrl + Shift + G	Microsoft PowerPoint	14

Voice Typing	Windows + H	Windows Shortcuts	3
Windows Search	Windows + S	Windows Shortcuts	3
Zoom In	Ctrl + Plus (+)	Browser / Supported Applications	2, 17, 19
Zoom Out	Ctrl + Minus (-)	Browser / Supported Applications	2, 17, 19

CONCLUSION

In a world where digital technology continues to evolve, the ability to use computers efficiently has become an important skill for academic success, professional growth, and lifelong learning. Keyboard shortcuts may appear to be small combinations of keys, but their effective use can make everyday computer activities faster, simpler, and more convenient. By reducing dependence on repeated mouse movements and lengthy menu navigation, shortcuts help users work more efficiently and devote greater attention to the tasks that matter most.

Shortcut Keys – Quick Access to Productivity has introduced a wide range of shortcuts across computer fundamentals, Windows, Microsoft Office applications, internet browsing, digital communication, design tools, programming environments, and artificial intelligence. Through these topics, readers have had the opportunity to explore how shortcuts can support document preparation, spreadsheet management, presentation design, file organisation, online communication, coding, and other common digital activities.

However, the true value of a shortcut lies not merely in knowing its key combination but in using it correctly and consistently. Regular practice helps transform individual shortcuts into familiar habits. Starting with a few essential combinations, such as Ctrl + C for Copy, Ctrl + V for Paste, Ctrl + S for Save, and Ctrl + Z for Undo, readers can gradually expand their knowledge and develop greater speed, confidence, and independence while working with digital tools.

It is also important to remember that shortcuts may differ across applications, operating systems, devices, and software versions. Users should therefore refer to the relevant application's documentation whenever clarification is required. As technology advances, continuing to explore new features and learning updated shortcuts will help readers remain adaptable and digitally competent.

This book is intended to be more than a collection of keyboard combinations. It is a practical learning resource that encourages curiosity, regular practice, and the effective use of technology. Readers are encouraged to keep it within reach as a quick reference guide and apply the knowledge gained in their studies, teaching, research, workplace activities, and personal computing.

Ultimately, productivity does not always require complicated tools or advanced technical knowledge. Sometimes, a simple combination of keys can make a meaningful difference. By developing the habit of using shortcuts, every computer user can take a small but valuable step towards working faster, smarter, and more confidently in the digital world.

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Dr. A. Kalaiselvi serves as an Assistant Professor in the Department of Computer Science and Applications at Arul Anandar College (Autonomous), Karumathur. She holds an M.Sc. in Computer Science (First Rank Holder), B.Ed., M.Phil. in Cloud Computing, and a Ph.D. in Cloud Computing from Bharathidasan University, Tiruchirappalli. She has also qualified the State Eligibility Test (SET). She completed her higher studies at Madurai Kamaraj University and Bharathidasan University. With over seven years of teaching experience in higher education, she is actively involved in teaching undergraduate and postgraduate students in the field of Computer Science. Her research interests include Cloud Computing, Internet of Things (IoT), Artificial Intelligence, and Cybersecurity. She has published several research papers indexed in Web of Science (WoS) and Scopus, and has presented her research at various national and international conferences. She also contributes as an editor and author for academic books and conference proceedings, reflecting her dedication to scholarly advancement and knowledge dissemination. She is committed to promoting a strong research culture among students by encouraging participation in academic activities such as research publications, conferences, and scholarly projects. Through her teaching, mentoring, and guidance, she continuously strives to enhance students' academic excellence, research aptitude, and professional development.



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