

CCC

Course on Computer Concepts

कोर्स ऑन कंप्यूटर कॉन्सेप्ट्स

Upciss Prime

Free Online Computer Classes &
PDF Notes

Video Lecture



 Upciss Prime



Practice Set and pdf notes



www.upcissprime.com

Contact: rohitupciss@gmail.com

Published by Rohit Verma for UPCI Computer Education Mela
Maidan, Lakhimpur-Kheri Uttar Pradesh, India 262701

LibreOffice

All Keyboard Shortcut Keys



Writer, Calc, Impress

इस PDF में Libreoffice की सभी महत्वपूर्ण Shortcut Keys को बताया गया है और यह सभी Shortcut Keys की CCC NIELIT EXAM के लिए बहुत ही महत्वपूर्ण है।

Important for CCC Exam

Shortcut Keys for LibreOffice- Writer

Shortcut Keys		Effect
1.	Ctrl+N	New
2.	Ctrl+A	Select All
3.	Ctrl+L	Align Left
4.	Ctrl+R	Align Right
5.	Ctrl+J	Justify
6.	Ctrl+D	Double Underline
7.	Ctrl+E	Center Align
8.	Ctrl+H	Find & Replace
9.	Ctrl+Shift+P	Superscript
10.	Ctrl+Shift+B	Subscript
11.	Ctrl+S	Save
12.	Ctrl+Shift+S	Save as
13.	Ctrl+Z	Undo
14.	Ctrl+Y	Redo
15.	Ctrl+1, Ctrl+2.... Etc	Heading Style
16.	Ctrl+Enter	Page Break
17.	Ctrl+Left Arrow	Go to beginning of word
18.	Home	Go to beginning of Line
19.	End	Go to End of Line
20.	Ctrl+Home	Go to Start of Document
21.	Ctrl+End	Go to End of Document

22.	Ctrl+Backspace	Delete whole word
23.	F2	Formula Bar
24.	F3	Complete Auto text
25.	F7	Check Spelling
26.	Ctrl+F7	Thesaurus
28.	Shift+F11	Create Style
29.	F12	Insert Number
30.	Ctrl+F12	Insert Table
31.	Shift+F12	Insert Bullets
32.	Ctrl+P	Print Document
33.	Ctrl+Shift+O	Print Preview
34.	Ctrl+W	Close Writer
35.	Ctrl+Q	Close LibreOffice
36.	Ctrl+Shift+V	Paste Special
37.	Ctrl+Shift+C	Track Change Record
38.	Ctrl+Shift+R	Rulers On/Off
39.	Ctrl+F5	Sidebar (Show/Hide)
40.	F11	Manage Style
41.	Ctrl+Shift+F4	Data Source
42.	Ctrl+Shift+J	Full Screen
43.	Ctrl+Alt+C	Comment
44.	Ctrl+K	Hyperlink
45.	Ctrl+]	Increase Text Size
46.	Ctrl+[	Decrease Text Size

47.	Shift+F3	Cycle Case
48.	Ctrl + M	Clear Formatting
49	Shift+F7	Automatic Spell Checking
50.	Alt+F12	Options
51.	F1	Help
52.	Ctrl + O	Open
53	Ctrl+1	Heading 1
54	Ctrl+2	Heading 2
55	Ctrl+3	Heading 3
56	Ctrl+0	Text Body
57	F12	Numbering list
58	Shift+12	Bullets on
59	Ctrl+shift+F12	Numbering / Bullets of
60	Ctrl + F	Find

Shortcut Keys for LibreOffice- Calc

Shortcut Keys		Effect
1.	Ctrl+N	New Sheet
2.	Ctrl+Shift+N	Manage Templates
3.	Ctrl+O	Open
4.	Shift+F11	Save as Template
5.	Ctrl+S	Save
6.	Ctrl+Shift+S	Save As

7.	Ctrl+Enter	Next Line
8.	Ctrl+Shift+O	Print Preview
9.	Ctrl+Q	Exit LibreOffice
10.	Ctrl+X	Cut
11.	Ctrl+C	Copy
12.	Ctrl+V	Past
13.	Ctrl+Z	Undo
14.	Ctrl+Y	Redo
15.	Ctrl+Shift+Y	Repeat
16.	Ctrl+Shift+V	Paste Special
17.	Ctrl+Shift+Space Bar	Select All
18.	Ctrl+Page Down	Go to Next Sheet
19.	Ctrl+Tab	Go to Next Sheet
20.	Ctrl+Page Up	Go to Previous Sheet
21.	Ctrl+Shift+Tab	Go to Previous Sheet
22.	Shift+Space Bar	Select Row
23.	Ctrl+Space Bar	Select Column
24.	F2	Edit Cell
25.	Ctrl+H	Find & Replace
26.	Ctrl+F5	Show / Hide Sidebar
27.	F11	Show / Hide Manage Style
28.	F5	Open Navigator
29.	Ctrl+Shift+J	Full Screen
30.	Ctrl+F2	Insert Function

31.	Ctrl+Alt+C	Comments
32.	Ctrl+K	Hyperlink
33.	Ctrl+;	Date
34.	Ctrl+Shift+;	Time
35.	Ctrl+Shift+P	Superscript
36.	Ctrl+Shift+B	Subscript
37.	Shift+F3	Cycle Case
38.	Ctrl+Shift+6	General Format
39.	Ctrl+Shift+1	Number Format
40.	Ctrl+Shift+5	Percent Format
41.	Ctrl+Shift+4	Currency Format
42.	Ctrl+Shift+3	Date Format
43.	Ctrl+M	Clear Formatting
44.	Ctrl+1	Cell Formatting
45.	Ctrl++	Insert Cell
46.	Ctrl+-	Delete Cell
47.	Ctrl+D	Cell Data Copy to Down Cell
48.	Ctrl+F3	Manage Names
49.	Tab	Go to Next Cell
50.	Shift+Tab	Go to Previous Cell
51.	F12	Group Cell
52.	Ctrl+12	Ungroup
53.	Shift+F7	Automatic Spelling Check
54.	Alt+F12	Open Options

55	Ctrl+K	Hyperlink
56	Ctrl+Alt+C	Comment
57	Ctrl+F2	Open Function Wizard

Shortcut Keys for LibreOffice- Impress

	Shortcut Key	Effect
1.	Ctrl+N	New
2.	Ctrl+Shift+N	Manage Templates
3.	Ctrl+O	Open
4.	F2	Edit Text
5.	Ctrl+S	Save
6.	Ctrl+Shift+S	Save As
7.	Ctrl+M	New Slide
8.	Shift+F3	Duplicate Object
9.	Ctrl+Q	Exit LibreOffice
10.	Ctrl+X	Cut
11.	Ctrl+C	Copy
12.	Ctrl+V	Paste
13.	Ctrl+Z	Undo
14.	Ctrl+Y	Redo
15.	Ctrl+H	Find & Replace
16.	Ctrl+Shift+V	Paste Special
17.	F4	Object Position & Size

18.	F5	Start Slide Show
19.	Shift+F5	Start From Current Slide
20.	Ctrl+Shift+F5	Navigator
21.	Ctrl+Shift+F8	Fit Text to Frame
22.	Home	Go to First Slide
23.	End	Go to Last Slide
24.	Esc	Stop Presentation
25.	B	Show Black Screen in Slide Show
26.	W	Show White Screen in Slide Show
27.	Ctrl+Shift+G	Group Selected Object
28.	Alt+Ctrl+Shift+G	Ungroup
29.	Ctrl+Shift++	Bring to Front
30	Ctrl+Page Up	Go to the Previous slide
31	Ctrl+Page Down	Go to the Next Slide
32	Shift+Enter	Line Break without paragraph change
33	Ctrl+A	Select All
34	Shift+F5	Start From Current Slide
35	F5	Start From First Slide
36	Ctrl+Shift+R	Rulers On/Off
37	F2	Text Box
38	F11	Style an Formatting
39	Home	Jump to first Slide in the slide show
40	Esc	End Presentation
41	Ctrl+B	Select Text Bold

About Us

Upciss Computer Education एक सबसे बड़ा Online और Offline शिक्षण संस्थान है यहां पर आप कंप्यूटर से संबंधित सभी प्रकार के PDF notes बिल्कुल free में प्राप्त कर सकते हो जैसे - NIELIT CCC, NIELIT O-Level, ADCA (Advanced Diploma in Computer Application), Tally Prime, Internet, All Keyboard Shortcut, MS Office इन सभी Courses के PDF Notes बिल्कुल फ्री में हमारी website (<https://upcissprime.com>, <https://upcissyoutube.com/>) से download कर सकते हो।



Upciss Prime

www.upcissprime.com



SUBSCRIBED



Our Computer Course

**CCC, ADCA, Tally Prime,
HTML, CSS, Internet,
MS Office, O-level**



YouTube Channel – Upciss Prime