

# All Shortcut Keys of Computer

## Quick Revision PDF for Students (Class 6-10)

For School Exams & Computer Practicals

Use this PDF for revision, not for daily learning.

## How Students Should Use This PDF

This PDF is made for quick revision before exams.

- Read this PDF one day before the exam
- Revise only the important shortcut keys
- Practise these shortcut keys on a computer
- Do not try to memorise everything at once

Shortcut keys are best learned by using them, not by reading only.

## Basic Computer Shortcut Keys Every Student Must Know

These are the most important shortcut keys used in exams, practicals, and assignments.

Shortcut Key	Use
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + S	Save
Ctrl + P	Print
Ctrl + A	Select all
Ctrl + Z	Undo
Ctrl + Y	Redo

Note:

These shortcut keys work in almost all software used in schools.

## Ctrl Shortcut Keys (Exam-Relevant)

These Ctrl shortcut keys are commonly used while typing, editing, and formatting.

Ctrl Shortcut	Use
Ctrl + B	Bold text
Ctrl + I	Italic text
Ctrl + U	Underline text
Ctrl + F	Find word
Ctrl + H	Replace word
Ctrl + N	New document
Ctrl + O	Open document
Ctrl + W	Close file

Tip:

You do not need to learn Ctrl A-Z. Learn only useful shortcuts.

## Basic Windows Shortcut Keys for Students

These shortcut keys help students control the computer system.

Shortcut Key	Use
Win + E	Open File Explorer
Alt + Tab	Switch between windows
Win + D	Show desktop
Win + L	Lock computer

These shortcut keys are useful in computer labs and practical exams.

## MS Word Shortcut Keys (School Level)

These shortcut keys are used in projects, assignments, and exams.

Shortcut Key	Use
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + S	Save document
Ctrl + P	Print document

Focus on formatting and saving during exams.

## MS Excel Shortcut Keys for School Assignments

Only basic Excel shortcuts are needed for school exams.

Shortcut Key	Use
Ctrl + Space	Select column
Shift + Space	Select row
Ctrl + +	Insert row/column
Ctrl + -	Delete row/column
Arrow Keys	Move between cells
Tab	Move to next cell

No advanced formulas are required at school level.

## Shortcut Keys Important for Class 10 Practicals

### Formatting

- Ctrl + B → Bold
- Ctrl + I → Italic
- Ctrl + U → Underline

### File Handling

- Ctrl + N → New file

- Ctrl + O → Open file
- Ctrl + S → Save file

## Editing

- Ctrl + A → Select all
- Ctrl + C → Copy
- Ctrl + V → Paste
- Ctrl + Z → Undo

Practise these before Class 10 computer practical exams.

## Last-Day Revision Checklist

- I know basic shortcut keys
- I can save files quickly
- I can format text easily
- I practised shortcut keys once
- I am confident for the exam

If all boxes are ticked, you are exam ready.

## Important Note

- Shortcut keys may change slightly based on software version
- This PDF is aligned with school-level computer learning
- Content is created for students of Classes 6-10

**Prepared by Shiksha Nation - Student Learning Platform**