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

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