Shortcut Keys

A keyboard shortcut is one or more keys used to perform a menu function or other common functions in an application. It also known as accelerator key, hot key or access key.

Shortcut	Description
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font dialog box.
Ctrl+E	Aligns the selected text to the center of the screen.
Ctrl+H	Open Find & Replace Dialog box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text to justify the screen.
Ctrl+L	Aligns the selected text to the left of the screen.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the selected text to the right of the screen.
Ctrl+S	Save the open document. Just like Shift+F12.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+]	Increase selected font.
Ctrl+[	Decrease selected font.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.
F1	Open Help.
F7	Spelling & Grammar.

Type a paragraph and use above options.

Practical Assessment

1. **Open a New file (blank document) in Libre Office Writer.**

2. **Change the Right Margin to 1.5 inches and the Left Margin to 2 inches.**

3. **Create A Table having 5 row and 05 column.**

4. **Use Times New Roman, font size 12 and spacing 1.5 between all lines.**

5. **Search any word which is given in document and replace it with any other word.**

6. **Type 10 students list using bullets.**

7. **Use Spelling and Grammar checking after typing.**

8. **Use Super-script &sub-script as given below-**

   $A^2 + B_2$

9. **Type Bio-data as Given Below-**

Bio-data

Name -- Seeta

Objective:-

　　　　A challenging position that would allow my personal self-starter attitude to assist in exceeding client goals, projects, develop new solutions, deliver superior customer service and help to increase revenues. I perform well in a fast paced, multi-tasking environment while adding value with new ideas and perspectives. I want to take up challenging roles in the organization that would enable me to upgrade my professional skills and explore my potential completely.

Educational Qualification:-
  - ➢ *Matriculation from B.S.E.B., Patna.*
  - ➢ *Intermediate I.com from N.O.U, Patna.*
  - ➢ *Graduation B.A from M.U., Patna.*
  - ➢ *MBA Appearing from J.N.U.,Jaipur.*

Technical Qualification:-
  - ➢ *Certificate Course in Computer Concepts (CCC) completed From NIELIT.*
  - ➢ *'O ' level completed From NIELIT*
  - ➢ *Typing – Hindi & English. (Computer & Typewriter also)*

Working Experience:-
  - ➢ *Working as a Jr. Assistant at NIELIT, Patna Center, Patna under Employee Training Programme Project from 04 June, 2013 to 20 February 2015.*
  - ➢ *Working as a Office Assistant at NIELIT, Patna Center, Patna under Employee Training Programme Project from 24 February 2015 to 15 June 2015.*

Personal Details:-

Father's Name　　　　　　Sanjay kumar
Date of Birth　　　　　　: 25-12-1992

Sex   **: Female**
Marital Status   **: Unmarried**
Language known   **: Hindi, English**
Nationality   **: Indian**

Hobbies:-

Reading.
Listening Music.

Declaration:-

      seeta, hereby declare that the information furnisher above by me is true to the best of my knowledge and belief.
Date   : ....
Place   : ....

                                         *(*Seeta)