

ST.THOMAS SCHOOL, SAHIBABAD
SUBJECT - COMPUTER (WORKSHEET 4)
CH- 1 NETWORKING CONCEPTS
CLASS VIII

LEARN THE FOLLOWING GENERAL PROGRAM SHORTCUTS:

- Ctrl+N: Create a new presentation
- Ctrl+O: Open an existing presentation
- Ctrl+S: Save a presentation
- F12 or Alt+F2: Open the Save As dialog box
- Ctrl+W or Ctrl+F4: Close a presentation
- Ctrl+Q: Save and close a presentation
- Ctrl+Z: Undo an action
- Ctrl+Y: Redo an action
- Ctrl+F2: Print Preview View

Note : Learn and write down the above shortcuts in rough notebook / any unfinished old notebook .