

XII-COMPUTER SCIENCE

**COMMANDS AND SHORTCUTS**

1. **Start – All programs- Star office-8** – To open the star office
2. **File -> New -> Text Document** -Star Office Writer is opened - shortcut key **ctrl + N**
3. **File -> Save** -Save As dialog box is opened - shortcut key **Ctrl + S**
4. **File -> Close** -Closes a document and not the Star Office application
5. **File -> Exit** - To Quit from Star office application.
6. **File -> Open** -Open dialog box is opened - shortcut key **Ctrl + O**
7. **Edit -> Cut** -Cut the selected text . shortcut key **Ctrl + X**
8. **Edit -> Copy** -Copy the selected text - shortcut key **Ctrl + C**
9. **Edit -> Paste** -Paste the selected text - shortcut key **Ctrl + V**
10. **Shift + End** – To Select Entire Line.
11. **CTRL+END** - To the end of a document
12. **CTRL+HOME** - To the beginning of a document
13. **PAGE UP** - Up one screen
14. **PAGE DOWN** - Down one screen
15. **Double Click on the word** – To Select a Particular word.
16. **Edit →Find & Replace** -Find and Replace dialog box - shortcut key **Ctrl + F**
17. **Ctrl + A** -Select the entire the document
18. **Format -> Character** -Character dialog box is opened
19. **Center alignment** -**Ctrl + E**
20. **Left alignment** -**Ctrl + L**
21. **Right alignment** -**Ctrl + R**
22. **Justified alignment** -**Ctrl + J**
23. **Format -> Paragraph** -opens the Paragraph dialog box
24. **Format -> Bullets and Numbering** -Opens Bullets and Numbering dialog box
25. **Shift + F1** -**Extended Tip**
26. **Tools -> Spelling -> Check** -Opens the Spelling check dialog box - shortcut key **F7**
27. **Tools -> AutoCorrect** -AutoCorrect dialog box
28. **F7** -Opens the Spelling check dialog box
29. **F1** - To open the help window



30. **F2** – To edit the documents.
31. **F12** – To open the table window.
32. **Table -> Insert -> Table** -Opens Insert Table dialog box
33. **Table -> Insert -> Rows** -Opens insert rows dialog box to add rows in a table
34. **Table -> Insert -> Columns** -Opens insert columns dialog box to add columns in a table
35. **Tab** -To move forward through the cells in a table
36. **Shift + Tab** -To move backward through the cells in a table
37. **Table -> Delete -> Rows** -To delete rows from a table
38. **Table -> Delete -> Columns** -To delete columns from a table
39. **Edit -> Select -> All** -To select the entire document
40. **Table -> Delete -> Table** -To delete the entire table
41. **Table -> Table Properties** -To open the Table Properties dialog box
42. **Format -> Page** -Opens Page Style dialog box
43. **View -> Ruler** -It is used when the ruler is not visible in the work area
44. **Insert -> Fields -> Page number** -To insert a page number on every page
45. **File->New -> Spreadsheet**-Opens StarOffice Calc Window -shortcut key **ctrl + N**
46. **Edit -> Fill -> Series** -Opens Fill Series dialog box
47. **Insert -> Function**-Opens Function Wizard dialog box
48. **Ctrl+ F2 ->**-Opens Function Wizard dialog box
49. **Format -> Cells**-Opens the Format Cells dialog box
50. **Format -> AutoFormat**-Opens AutoFormat dialog box
51. **Format -> Column -> Width**-Opens Changing Column Width dialog box
52. **Format -> Row -> Height**-Opens Changing Row Height dialog box
53. **View -> Toolbar -> Inset Cell**-Opens Floating toolbar
54. **View -> Toolbar -> Insert Object** -Opens Floating toolbar
55. **Edit ->Delete Contents** -Opens Deleting Contents dialog box
56. **Edit ->Delete Cells** -Opens Deleting Cells dialog box
57. **Insert ->Picture ->From File**-Opens Insert picture dialog box
58. **Insert -> Special Character** -Opens the Insert Special Character dialog box
59. **Insert -> Chart**-Opens AutoFormat Chart Window

60. **File -> Print -Print dialog box is opened** shortcut key - **ctrl + P**
61. **Format -> Print Ranges -> Edit** -To select a print range
62. **Format -> Print Ranges -> Delete** -To delete a print range
63. **File -> Page View** -To preview a worksheet before printing
64. **Edit -> Fill -> Down or Left or Right**
65. **Edit -> Fill -> Series**
66. **File -> New -> Database** -Opens Database Wizard dialog box
67. **Remove filter / Sort icon** – To remove the sorting icons.
68. **Edit -> Paste Special** -Opens Past Special dialog box
69. **File -> Send -> Outline to Presentation** -Sends outline of a text document into a Presentation
70. **File -> Send -> AutoAbstract to Presentation** -Sends outline along with its accompanying paragraphs
71. **Alt + Tab** -To switch between multiple applications
72. **Tools -> Media Player** - To open the Media player window.
73. **Shift + ctrl + N** – create a new presentation using templates.
74. **File – Export** – To Produce the HTML Presentations.
75. **Edit – Navigator** – To open the navigator.
76. **Insert – Slide** – To insert a slide.
77. **Slide show- -> show / Hide Slide** - To **hide & Show** the slides.
78. **Ctrl key** - To select multiple slides in a presentation.
79. **F11** – To open the styles & formatting options.
80. **Slide Show - -> Slide Show** – To Start the presentations.
81. **F5-** To Star the presentation.
82. **Slide -> Rename Slide** – To Rename the slide
83. **Insert - ->Object** – To insert the object in to a presentations.
84. **Slide Show-> Custom Animation** - **To Choose Custom Animation**
85. **Format - ->Page - ->Background** - Select the background fill
86. **Format -> Styles and Formatting** - to Open the Stylist
87. **View - ->Toolbars - ->Slide View** - The easiest way to assign slide transition effects to slide.

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