

## 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

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#### 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)