

## Wed - 3 July - Computer

1. Virus
2. Special name Virus
3. Internet
4. network types
5. Power point
6. Ms Word
7. Ms Excel

### Microsoft Word So-key

Refresh	F5	Align text R.	Ctrl+R
Help	F1	Justify	Ctrl+J
Bold	Ctrl+B	Format Painter	Ctrl+Shift+C
Italic	Ctrl+I	Show and hide ¶	Ctrl+*
Underline	Ctrl+U	Equation	Alt+=
Subscript	Ctrl+=	Page Break	Ctrl+Enter
Superscript	Ctrl+Shift+=		/Return
Change Case	Shift+F3	Page up	[PgUp]
Select All	Ctrl+A	Page down	[PgDn]
Print	Ctrl+P	at end of file	Ctrl+end
Copy	Ctrl+C	at the St. of file	Ctrl+home
paste	Ctrl+V	Large font size	Ctrl+] ]
Cut	Ctrl+X	in sequence	
Align text L.	Ctrl+L		
Center	Ctrl+E		

Small font size in sequence Ctrl + [

Large font size with gape Ctrl + >

Small font size with gape Ctrl + <

[ a → 5 → 8 ]

Move cursor at the end of line end

Move cursor at the start of line home

Remove single left charac Back space

Remove single right charac Delete

One line up ↑

One line down ↓

## Microsoft Excle

### Adding Formula

= Sum (D2, F2)

↓  
First C1

↓  
Last C1

or = D2 + F2 + F2

### Subtract Formula

= Sub (D2, F2)

↓  
First C1

↓  
Last C1

