

1. Font → to change font style → ctrl+shift+F

2. Font size → to increase or decrease font size

a. Increase font size → ctrl+]

b. Decrease font size → ctrl+[

3. Grow (increase font size) → ctrl+shift+>

4. Shrink (decrease font size) → ctrl+shift+<

5. Change case → shift+F3

a. Upper case

b. Lower case

c. Sentence case

d. Capitalize each word

e. Toggle case

6. Clear all formatting → to remove all editing/
decoration

7. B → Bold → ctrl+B

8. I → italic → ctrl+I

9. U → underline → ctrl+U

10. Strikethrough → to draw line in the middle of any text
- a. Example → Rs. ~~15/-~~, Rs. 14/-
11. Sub script → to write any text in the base of other text → (ctrl+-)
- a. Example → H₂O, C₂H₄
12. Super script → to write any text on the power of other text → ctrl+shift++
13. Text effect → to make any text decorative with glow, reflection and shadow.

Text effect

14. Text highlight color → to highlight any **important** text.
15. Font color → to change the **color** of fonts
16. Clipboard
- a. Copy → to make **duplicate** of any text or object → CTRL+C
- b. Paste → to paste (view, place) → ctrl+V

- c. Cut → to move any text or object from one place to another → ctrl+X
- d. Format painter → to copy **formatting** from one text to another
17. Paragraph → more than 2 lines
- 1. Bullets → to create unordered list
 - 2. Numbering → to create ordered list
 - 3. Multilevel list → to create more list inside any list.
18. Increase indent → to forward level → ctrl+M
19. Decrease indent → to backward level → ctrl+shift+M
20. Sort → to arrange items in ascending or descending form.

1. Diksha

2. Mohini

3. Pratha

4. Rishika

5.Saumya

6.Shrasti

21. Paragraph mark → to show or hide hidden formatting and characters and show the paragraph changes.

22. Alignment → to align or arrange text in given alignments

1.Left alignment → ctrl+L

2.Center alignment → ctrl+E

3.Right alignment → ctrl+R

4.Justify alignment → ctrl+J

23. Line spacing → to increase or decrease spaces between and before, after lines

24. Shading → to change the background color of selected text paragraph or cells of a table

25. Border → to add or remove all borders from your selected area or text → alt+h+b+a

- 26. Style → to apply premade styles to your text.
- 27. Find → to search or find any text in the document → ctrl+F
- 28. Replace → to replace any text with another text → ctrl+H
- 29. Go to → to jump directly in any page, heading, lines etc → ctrl+G