UNIVERSITY OF ANBAR

الكلية : الطب

القسم او الفرع : فرع علم وظائف الاعضاء (الفسلجة)

المرحلة: الأولى

أستاذ المادة : م. مصطفى عامر عبيد

اسم المادة بالغة العربية : الحاسوب

اسم المادة باللغة الإنكليزية : Computer

اسم المحاضرة الثالثة عشر باللغة العربية:

اسم المحاضرة الثالثة عشر باللغة الإنكليزية : Abbreviations

Windows keyboard shortcuts

- **F1 key:** Get help on a selected command or use the Office assistant.

- **Shift and F1 Key:** Review text formatting.

- **F2 Key:** Move text or image.

- **Shift + F2 Key:** Copy text.

- **F3 Key:** Insert an autotext entry.

- **Shift + F3 Key:** Change the case of the selected text.

- **F4 Key:** Perform last action again.

- **Shift + F4 Key:** Perform a Find or Go To action again.

- **F5 Key:** Displays the Go To dialogue box. You can also get to Find and Replace from here.

- **Shift + F5 Key:** Move to a previous revision.

- **F6 Key:** Go to the next frame or pane.

- **Shift + F6 Key:** Go to the previous frame or pane.

- **F7 Key:** Launch the Spell Checker.

- **Shift + F7 Key:** Launch the Thesaurus.

- **F8 Key:** Extend the current selection.

- **Shift + F8 Key:** Shrink the current selection.

Windows keyboard shortcuts

- **F9 Key:** Refresh.

- **Shift + F9 Key:** Switch between a field code and its result.

- **F10 Key:** Show KeyTips.

- **Shift + F10 Key:** Display a Shortcut Menu (same as right-clicking).

- **F11 Key:** Go to the next field.

- **SHIFT + F11 Key:** Go to the previous field.

- **F12 Key:** Open Save As, equivalent to tools menu.

- **Shift + F12 Key:** Save document, equivalent to tools menu.

- **Ctrl and A:** Selects all in the current document.

- **Ctrl and B:** Bold text.

- **Ctrl and C:** Copies the item or text.

- **Ctrl and D:** Displays the Font dialogue box.

- **Ctrl and E:** Switch a paragraph between center and left alignment.

- **Ctrl and F:** Displays the Find dialog box to search the current document.

Windows keyboard shortcuts

Ctrl and G: Displays the Go To dialog box to search for a specific location in the current document.

- **Ctrl and H:** Displays the Replace dialogue box.

- **Ctrl and I:** Italicize text.

- **Ctrl and J:** Switch a paragraph between justified and left alignment.

- **Ctrl and K:** Create a hyperlink.

- **Ctrl and** L: Left align a paragraph.

- **Ctrl and M:** Indent a paragraph from the left.

- **Ctrl and N:** Create a new document.

- **Ctrl and O:** Opens a new document.

- **Ctrl and P:** Prints a document.

- **Ctrl and R:** Switch the alignment of a paragraph between left and right.

- **Ctrl and S:** Saves a document.

- **Ctrl and U:** Underlines text.

- **Ctrl and V:** Pastes the copied item or text.

- **Ctrl and X:** Cuts the selected item or text.

Windows keyboard shortcuts

- **Ctrl and Y:** Redo the last action.

- **Ctrl and Z:** Undo the last action.

- **Ctrl and Enter:** Insert a page break.

- **Ctrl and F2:** Select Print Preview command.

- **Ctrl and F4:** Closes the active window.

- **Ctrl and F6:** Opens the next window if multiple are open.