

CCCwale :- CCC Exam Ka A to Z



70000+ Students हम पर भरोसा करते हैं

CCC EXAM 2026

SHORTCUT KEYS

WINDOWS

LIBREOFFICE WRITER

CALC

IMPRESS

SABSE IMPORTANT SHORTCUTS — EXAM-WISE SELECTED

WINDOWS SHORTCUT KEYS

Shortcut Key	Work (English)
Win + E	Open File Explorer
Win + L	Lock the Desktop
Win + Tab	Move between windows
Win + ↑	Maximize current window
Win + ↓	Minimize current window
Win + ←	Set window to left side
Win + →	Set window to right side
Ctrl + A	Select All
Ctrl + Shift + Esc	Open Task Manager
Alt + Tab	Switch between programs
Alt + F4	Close active window
F2	Rename selected item
F5	Refresh
Delete	Move to Recycle Bin
Shift + Delete	Delete Permanently
Alt + Enter	Display Properties
Win / Ctrl + Esc	Open Start Menu
Esc	Close Start Menu

LIBREOFFICE WRITER SHORTCUTS – PART 1

FILE, EDIT, FORMAT – SABSE ZAROORI KEYS

Shortcut Key	Kaam (Hindi)	Work (English)
Ctrl + N	Naya document banao	New Document
Ctrl + O	Document kholo	Open Document
Ctrl + S	Save karo	Save
Ctrl + Shift + S	Doosre naam se save karo	Save As
Ctrl + P	Print karo	Print
Ctrl + Shift + O	Print preview dekho	Print Preview
Ctrl + Q	LibreOffice band karo	Exit LibreOffice
Ctrl + Z	Pichla kaam undo karo	Undo
Ctrl + Y	Redo karo	Redo
Ctrl + X	Cut karo	Cut
Ctrl + C	Copy karo	Copy
Ctrl + V	Paste karo	Paste
Ctrl + A	Sab select karo	Select All
Ctrl + F	Dhundho	Find
Ctrl + H	Dhundh ke replace karo	Find & Replace
Ctrl + B	Bold karo	Bold
Ctrl + I	Italic karo	Italic
Ctrl + U	Underline karo	Underline

LIBREOFFICE WRITER SHORTCUTS – PART 2

ALIGNMENT, NAVIGATION & MORE

Shortcut Key	Kaam (Hindi)	Work (English)
Ctrl + L	Left align karo	Align Left
Ctrl + R	Right align karo	Align Right
Ctrl + E	Center align karo	Align Center
Ctrl + Shift + J	Full screen mode	Full Screen
Ctrl + K	Hyperlink add karo	Insert Hyperlink
Ctrl + Shift + P	Superscript	Superscript
Ctrl + Shift + B	Subscript	Subscript
Ctrl + G	Kisi page par jao	Go To Page
Home	Line ke shuru mein jao	Beginning of line
End	Line ke ant mein jao	End of line
Ctrl + Home	Document ke shuru mein jao	Beginning of document
Ctrl + End	Document ke ant mein jao	End of document
Ctrl + Shift + V	Paste Special dialog	Paste Special
Ctrl + Alt + Shift + V	Bina format paste karo	Paste Unformatted
Ctrl + Shift + Y	Action repeat karo	Repeat Last Action
Shortcut Key	Kaam (Hindi)	Work (English)
Ctrl + L	Left align karo	Align Left
Ctrl + R	Right align karo	Align Right

LIBREOFFICE CALC SHORTCUTS

SPREADSHEET KE IMPORTANT KEYS

Shortcut Key	Kaam (Hindi)	Work (English)
Ctrl + S	Save karo	Save
Ctrl + P	Print karo	Print
Ctrl + Home	Pehle cell A1 par jao	Go to first cell (A1)
Ctrl + End	Last edited cell par jao	Go to last edited cell
Home	Row ke pehle cell par jao	First cell of current row
Ctrl + +	Cell insert karo	Insert Cells
Ctrl + -	Cell delete karo	Delete Cells
Ctrl + ;	Aaj ki date insert karo	Insert Current Date
Ctrl + Shift + ;	Abhi ka time insert karo	Insert Current Time
Ctrl + Tab	Agla sheet dekho	Go to Next Sheet
Shift + Ctrl + Tab	Pichla sheet dekho	Go to Previous Sheet
Ctrl + Alt + Enter	Cell mein nayi line banao	New line within cell
Ctrl + F2	Function Wizard kholo	Open Function Wizard
Ctrl + Alt + C	Comment insert karo	Insert Comment
F2	Active cell edit karo	Edit active cell
F5	Navigator show/hide karo	Navigator Show/Hide
F7	Spelling check karo	Check Spelling
F12	Data group karo	Group data range

LIBREOFFICE IMPRESS SHORTCUTS

PRESENTATION KE IMPORTANT KEYS

Shortcut Key	Kaam (Hindi)	Work (English)
Shortcut Key	Kaam (Hindi)	Work (English)
Ctrl + S	Save karo	Save
Ctrl + P	Print karo	Print
F5	Slide show start karo	Start Slide Show
Shift + F5	Current slide se start karo	Start from Current Slide
Esc	Slide show band karo	End Slide Show
F2	Text box banao	Insert Text Box
F4	Position aur size set karo	Position and Size
F7	Spelling check karo	Spelling Check
F11	Style lagao	Apply Style
Home	Pehle slide par jao	Jump to First Slide
End	Aakhri slide par jao	Jump to Last Slide
Page Down / N / →	Agla slide dekho	Go to Next Slide
Page Up / P / ←	Pichla slide dekho	Go to Previous Slide
Number + Enter	Seedha us slide par jao	Go to specific slide
B	Kali screen dikhao	Show Black Screen
W	Safed screen dikhao	Show White Screen

Facts Box (important – exam mein directly aata hai): Total Menus: 10
 Maximum Zoom: 3000% | Minimum Zoom: 5% Default Font: Liberation Sans |
 Default Size: 18 Default File Format: .odp

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True / False Test

10Q

10 Questions Test

20Q

20 Questions Test

30Q

30 Questions Test

50Q

50 Questions Test

100Q

100Q Full Mock Test