



1. **Insertion point or cursor Mouse Point** -- I Beam
2. ENTER and TAB Key Position your Insertion Point...
3. **Undo** – Reverse your last performed action. – **How many actions can be reversed** --- CTL +Z
4. **REDO** – Reverse your **UNDO Action**. CTRL +Y
5. The **Undo** feature can be used in 2 ways either to quickly **reverse** your last **action** or to select from a **list of** your last 16 **actions**.



6. Insert Symbol – Insert Ribbon - >  >  – **How to assign a keyboard** short to a symbol

7. **Selecting text** --

8. We can select text mouse – **DRAGGING**

9. We can select with keyboard - **SHIFT** + Arrow KEYS (Navigation Keys)

10. **Navigation** --- Arrows Keys + (Pgdn, Pgup, Home, End) – **DRAGGING**

11. **Cut Copy and Paste...** CTRL+x , ctrl +x and Ctrl +v

12. .... For Cut and Copy – **MS WORD** use a concept or **Clipboard...** What is **Clipboard and how to use it**



13. **Format Painter** -  in Home Ribbon -> **Clipboard Group..**

14. **Mouse – right Click** - **Keyboard shortcut ...**

15. **Cut Copy and paste** --- **Mouse Dragging + CTRL**

- 16.