-:ಬೇಸಿಕ್ ಕಂಪ್ಯೂಟರ್ ಶಾರ್ಟ್ಕಟ್ ಕೀಸ್:-

Shortcuts Keys	Uses of Shortcut keys
✛Ctrl + R(Right arrow)	Move one term to the right at a time
✛Ctrl + L(Left arrow)	Move one term to the left at a time
✛Alt + F	File menu options in the current program
✛Alt + E	Edits options in the current program
✛F1	Universal help (for any sort of program)
✛Ctrl + A	Selects all text
✛Ctrl + V	Paste the selected item
✛Ctrl + C	Copy the selected item
✛Ctrl + X	Cuts the selected item
✛Shift + Ins	Paste the selected item
✛Ctrl + Ins	Copy the selected item
✛Home	Takes the user to the start of the current line
✛Ctrl + Del	Cut selected item
✛Ctrl + Home	Go to the beginning of the document
✛End	Go to the end of the current line
✛Ctrl + End	Go to the end of a document
✛Shift + Home	Highlight from the prevailing position to the start of the line
✛Shift + End	Highlight from the prevailing position to the end of the line