



Word Eğitimi

Kısayollar ve İpuçları



Word Programı İpuçları ve Kısayollar

Ctrl+C Kopyala

Ctrl+X Kes

Ctrl+V Yapıştır

Pano İşlemleri

Ctrl+Shift+C Stil Kopyala

Ctrl+Shift+V Stil Yapıştır



Biçim boyacısı

B b

BB

Bb

Shift+F3

BÜYÜK-küçük harf değiştir

Ctrl+K Kalın

Ctrl+T İtalik

Ctrl+U Altı Çizili

Yazı Tipi



Ctrl+Z

Geri Al



Ctrl+Y

Yinele

$x^2+y^2=z^2$

Ctrl+Shift+4 Üst simge



Ctrl+A
Tümünü Seç
All



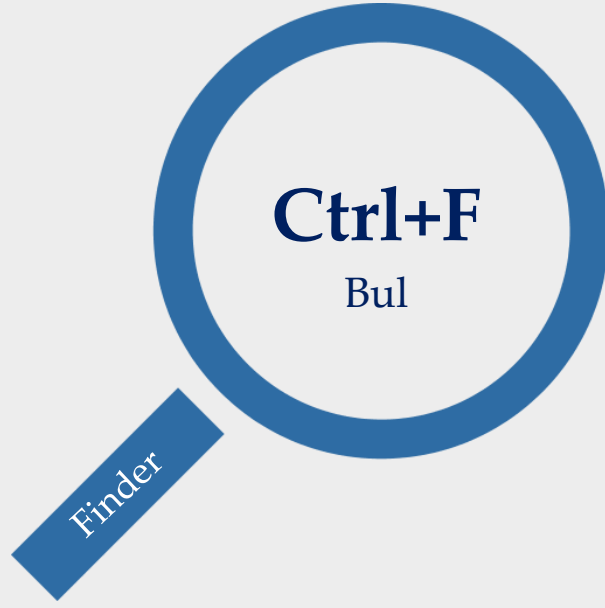
Ctrl+S
Kaydet



F12
Farklı Kaydet

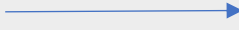
Ctrl+N
Yeni belge

New





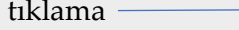
Fare (sol) **2** tıklama



Kelime seçimi

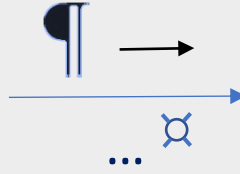


Fare (sol) **3** tıklama



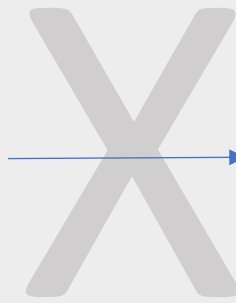
Paragraf seçimi

Ctrl+Shift+8



Gizli karakterleri gösterme

Shift+W



Belgeyi kapatma



Ctrl + **Home** Sayfa başı



Home Satır başı Satır sonu **End**



Ctrl + **End** Sayfa sonu





Sola Silme **Backspace** **Delete** Sağa Silme

H	A	R	F	H	A	R	F	
---	---	---	---	---	---	---	---	--

	A	R	F	H	A	R	F	H
--	---	---	---	---	---	---	---	---



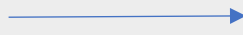
Sola Silme **Ctrl** + **Backspace** **Ctrl** + **Delete** Sağa Silme

KELİME	KELİME	
--------	--------	--

	KELİME	KELİME
--	--------	--------



Enter

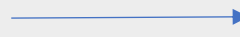


Paragraf



Ctrl

+ P

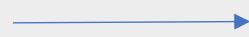


Yazdır



Ctrl

+ F2



Önizleme



Tab 

Komutlar arası ileri/geri geiř
Tablo hcrelerarası geiř

Ctrl

+ **1**

→ **Tek** satır aralıđı

Ctrl

+ **2**

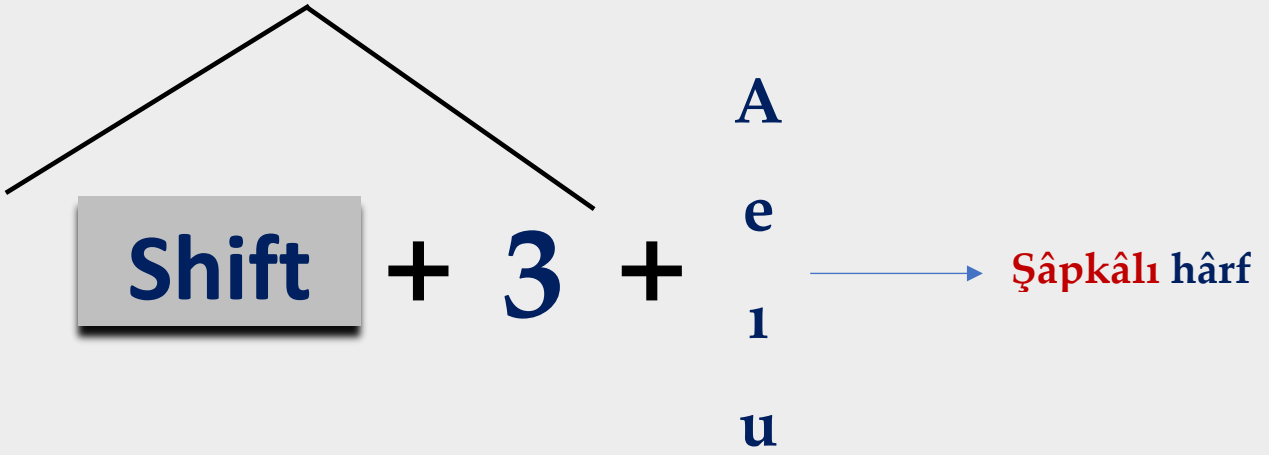
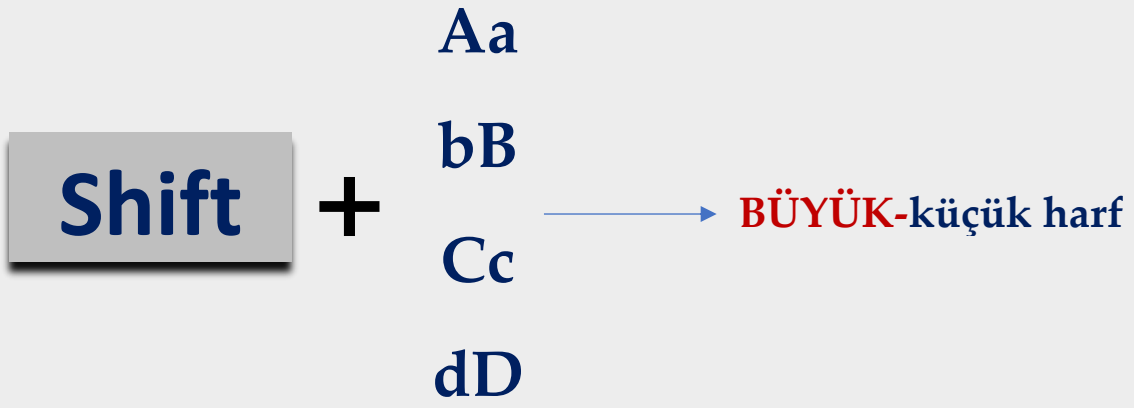
→ **ift** satır aralıđı

Ctrl

+ **Alt**

+ **K**

→ **Kpr** ekleme



Video için tıklayınız ya da barkodu okutunuz