

## Computer Full forms

1. **Html** =hypertext markup language
2. **<p>**= paragraph tag
3. **<b>**=bold tag
4. **Css**= cascading style sheet
5. **www**= world wide web
6. **DSL** =digital subscriber line
7. **ARPANET**=Advanced research project agency network
8. **IP** =internet protocol
9. **ISP**= internet service provider
10. **PDA** =personal digital assistant
11. **Pop**= post office protocol
12. **Ppp**= point to point protocol
13. **SLIP**= serial line internet protocol
14. **TCP**= transmission control protocol
15. **USB: Universal Serial Bus**
16. **CPU**= central processing unit
17. **Email** =electronic mail
18. **GSM**= global system for mobile
19. **FTP**= file transfer protocol
20. **HTTP**= hyper text transfer protocol
21. **CD**= compact disc
22. **DVD**= digital video disc
23. **RAM**= random access memory
24. **ROM**= read only memory
25. **FAT**= file allocation table
26. **MBR**= master boot recorder
27. **GB**= gigabyte
28. **TB** - terabyte
29. **GUI** - graphical user interface
30. **HDD**= hard disk drive
31. **LED** - light emitting diode
32. **LCD**=liquid crystal display
33. **LAN** =local area network
34. **Man**=metropolitan area network
35. **WAN**= wide area network
36. **Computer**= commonly operating machine particularly used for technical and educational research
37. **Laptop** = lightweight analytic platform total optimized power
38. **Virus** = vital information resources under seize
39. **Modem** = modulator and demodulator
40. **Internet**= informational network
41. **Wi-fi** = wireless fidelity
42. **Google**= global organization of group languages of earth
43. **Keyboard** = key electronic yet board operate A to Z response directly
44. **Mouse**= "Manually Operated Utility for Selecting Equipment"
45. **Windows** =wide interface network development office work solution
46. **OS**= operating system
47. **AC** - Alternating current
48. **DC** - direct current
49. **DHCP** - dynamic host configuration protocol
50. **DNS**= domain name server  
**UPS** -uninterruptible power supply

## Shortcut Keys of Ms word

- 1) Ctrl + A -- Select all
- 2) Ctrl + B -- Bold
- 3) Ctrl + C -- Copy selected text.
- 4) Ctrl + X -- Cut selected text.
- 5) Ctrl + N -- Open new/blank document.
- 6) Ctrl + O -- Open options.
- 7) Ctrl + P -- Open the print window.
- 8) Ctrl + F -- Open find box.
- 9) Ctrl + I -- Italic
- 10) Ctrl + U -- Underline highlighted selection.
- 11) Ctrl + V -- Paste.
- 12) Ctrl + Y -- Redo the last action performed.
- 13) Ctrl + Z -- Undo last action.
- 14) Ctrl + G -- Find and replace options.
- 15) Ctrl + H -- Find and replace options.
- 16) Ctrl + J -- Justify paragraph alignment.
- 17) Ctrl + L -- Align selected text or line to the left.
- 18) Ctrl + E -- Align selected text or line to the center.
- 19) Ctrl + R -- Align selected text or line to the right.
- 20) Ctrl + M -- Indent the paragraph.
- 21) Ctrl + W -- Close document.
- 22) Ctrl + S -- Save.
- 23) F12 -- Save as.
- 24) Ctrl + Alt + 1 Change text to heading 1.
- 25) Ctrl + Alt + 2 Change text to heading 2.
- 26) Ctrl + Alt + 3 Change text to heading 3.
- 27) Alt + Shift + D -- Insert the current date.
- 28) Alt + Shift + T -- Insert the current time.
- 29) Ctrl + 1 -- Single-space lines.
- 30) Ctrl + 2 -- Double-space lines.
- 31) Ctrl + 5 -- 1.5-line spacing.
- 32) Ctrl + (Left arrow) -- Move one word to the left.
- 33) Ctrl + (Right arrow) -- Move one word to the right.
- 34) Ctrl + (Up arrow) -- Move to the beginning of the line or paragraph.
- 35) Ctrl + (Down arrow) -- Move to the end of the paragraph.
- 36) Ctrl + Del -- Delete word to the right of the cursor.
- 37) Ctrl + Backspace -- Delete word to the left of the cursor.
- 38) Ctrl + End -- Move cursor to end of the document.
- 39) Ctrl + Home -- Move cursor to the beginning of the document.
- 40) Ctrl + Space -- Reset highlighted text to default font.