

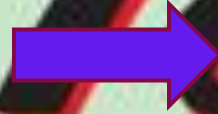


Shortcut keys of excel, word & tally

BY AKSHAY PORIYA

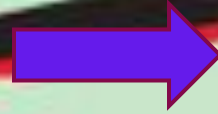
Shortcut key of tally

Create account



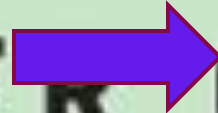
Alt + c

Delete account



Alt + d

calculator



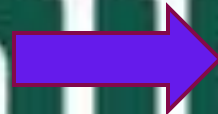
Ctl + n

contra



F4

payment



F5

receipt

F6

Journal

F7

Purchase

F9

sales

F8

Credit note

Ctrl + F8

Debit note

Ctrl + F9

Shortcut key of excel

hyperlink

Ctl + K

Save as

Ctl + S

macros

Alt + F8

Go to

Ctl + G

copy

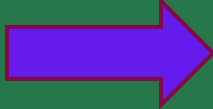
Ctl + C

paste



Ctl + V

cut



Ctl + C

Go to next sheet



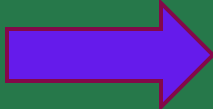
Ctl + page down

Go to previos sheet



Clf + page up

Go to home



Ctl + H

Insert worksheet



Shift + F11

Shortcut key of word

bold

Ctl + B

italic

Ctl + I

Underline

Ctl + U

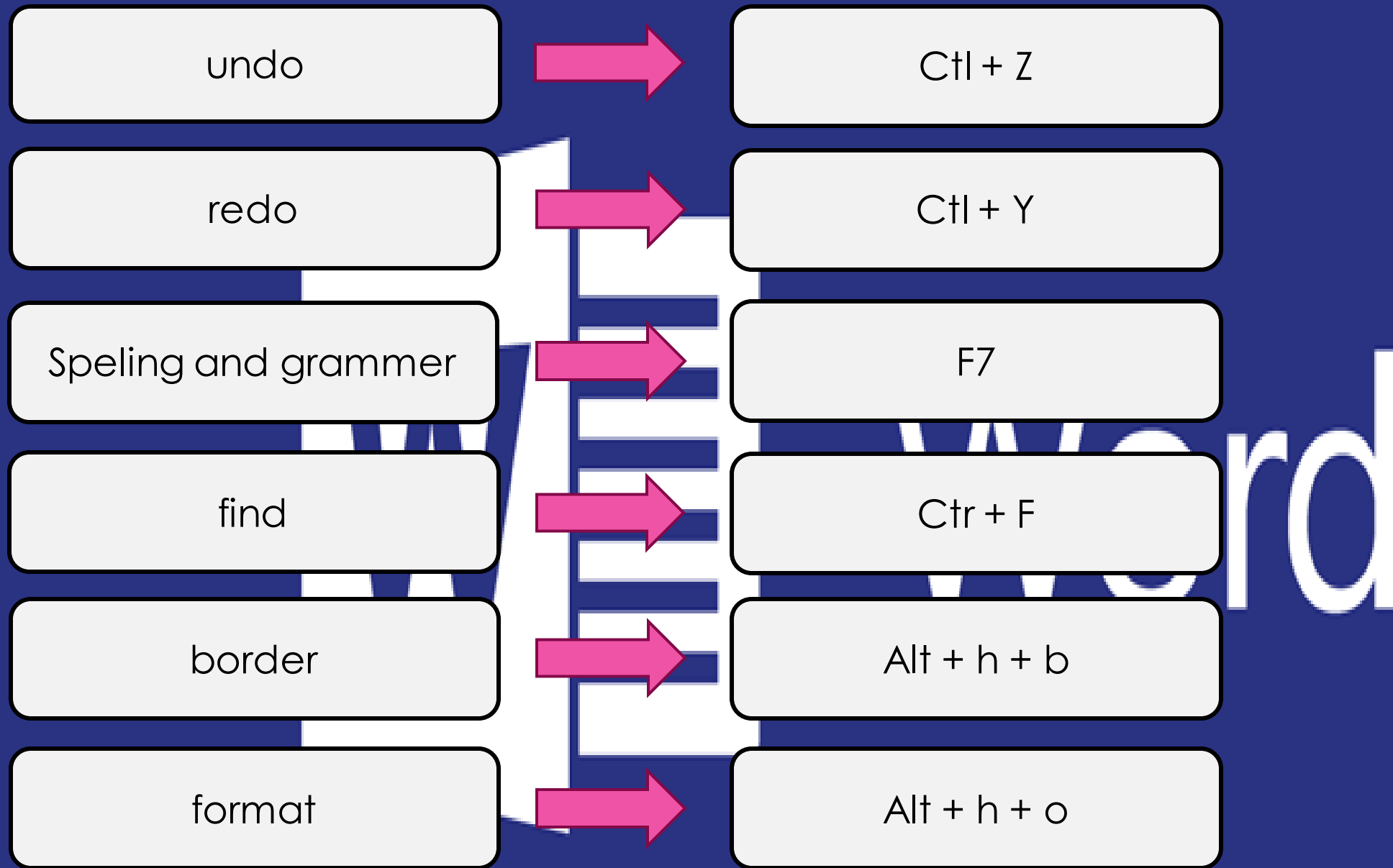
print

Ctl + P

Print preview

Ctl + F2





THANK YOU