

Multiply Your Knowledge

Keys	Functions
F1	It Brings Up Help Window In Many Applications, Including Browsers ,Microsoft office And Others
F2	Renames A Selected Object
F3	Opens Search Box In Browsers
F4	Displays The Address bar List In My Computer Or Windows Explorer
F5	Updates Active Window. Useful To Refresh A Displayed Page In A Browser
F6	Cycles Through The Screen Elements In A Window
F7	Turn On/Off Caret Mode Firefox .Performs Spell And Grammar Check(Ms Word)
F8	Extend Selection(Ms Office)
F9	Updates Fields(Ms Office)
F10	Activates Menubar Options
F11	Toggles Between Full Screen And Normal Display In Browser
F12	Opens " Save As" Dialog Box (Ms Office)

Learn With Fun.

1. https://youtu.be/hYusJwJ_VmA
2. <https://youtu.be/gXzdqO1GBoE>

New Tasks.

1. Create An Excel File Showing Details About Your Previous Year Mark Sheet .

- Perform Sum Of Total Marks ,Percentage , Grade And Some Necessary Formation According To You.
- The Mark sheet Should Be Formal Yet Attractive.

2. In Ms Word , Write A Paragraph About “My School” ,Apply Formatting Tools On It And Name The File “My School”.

- Find The Word “School” And Replace It With Word “S.K.R.M.”
- Do Not Forget To Save The File With Extension ‘.docx’ .
- Paragraph Should Be Of 6-7 Lines Only.

3. Create Your Daily School Time Table In Same File By Adding New Page

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GO FOR IT..



