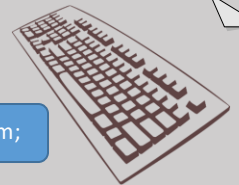


Prečice sa tastature – MS Word



Row Height – 0,7cm;

Prečica sa tastature	Srpski	English
Ctrl+N	<i>Brzo otvaranje novog dokumenta</i>	<i>Open a new word document quickly.</i>
Ctrl+O	<i>prevod</i>	<i>Opens a previously saved document.</i>
Ctrl+W	<i>prevod</i>	<i>Closes the active window, but does not Exit Word.</i>
Ctrl+S	<i>prevod</i>	<i>Saves the active document with its current file name, location and format.</i>
Ctrl+P	<i>prevod</i>	<i>Prints the active file, also gives the opportunity to change print options</i>
Alt+F4	<i>prevod</i>	<i>Exit - Closes Microsoft Word.</i>
Ctrl+Z	<i>prevod</i>	<i>Undo the last action. This selection can be repeated several times.</i>
Ctrl+Y	<i>prevod</i>	<i>Redo - After an action has been undone, it can be reinstated in the document.</i>
Ctrl+X	<i>prevod</i>	<i>Cut- Removes the selection from the active document and places it on the clipboard.</i>
Ctrl+C	<i>prevod</i>	<i>Copies the selection to the clipboard</i>
Ctrl+V	<i>prevod</i>	<i>Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected.</i>
Ctrl+A	<i>prevod</i>	<i>Selects all text and graphics in the active window.</i>
Ctrl+F	<i>prevod</i>	<i>Find - Searches for specified text in the active document</i>
Ctrl+B	<i>prevod</i>	<i>Bold - Make text bold, or remove bold formatting</i>
Ctrl+I	<i>prevod</i>	<i>Italic - Make text italic or remove italic</i>
Ctrl+U	<i>prevod</i>	<i>Underline - Make text underlined or remove underline</i>
Ctrl+Shift+W	<i>prevod</i>	<i>Underline words but not spaces</i>
Ctrl+ Shift+D	<i>prevod</i>	<i>Double underline text</i>
Ctrl+E	<i>prevod</i>	<i>Center a paragraph</i>
Ctrl+J	<i>prevod</i>	<i>Justify a paragraph</i>
Ctrl+L	<i>prevod</i>	<i>Left align a paragraph</i>
Ctrl+R	<i>prevod</i>	<i>Right align a paragraph</i>
Ctrl+M	<i>prevod</i>	<i>Indent a paragraph from the left</i>
Ctrl+ Shift+C	<i>prevod</i>	<i>Copy formats</i>
Ctrl+ Shift+V	<i>prevod</i>	<i>Paste formats</i>
Ctrl+ 1	<i>prevod</i>	<i>Single space lines</i>
Ctrl+ 5	<i>prevod</i>	<i>Set 1.5 line spacing</i>
Ctrl+ 2	<i>prevod</i>	<i>Double space lines</i>
Ctrl+ Backspace	<i>prevod</i>	<i>Delete one word to the left</i>
Ctrl+ Del	<i>prevod</i>	<i>Delete one word to the right</i>



End	<i>prevod</i>	To the end of a line
Home	<i>prevod</i>	To the beginning of a line
Ctrl+ End	<i>prevod</i>	To the end of a document
Ctrl+ Home	<i>prevod</i>	To the beginning of a document