|  |  |  |
| --- | --- | --- |
| **Objective: “Clean Slate” text formatting** | | |
| 1 | Ctrl Space | removes all character-level formatting |
| 2 | Ctrl Q | removes all paragraph-level formatting |
| 3 | Ctrl Shift N | resets selected text’s formatting to Normal formatting |

|  |  |  |
| --- | --- | --- |
| **Objective: Table Formatting** | | |
| 4 | Ctrl Shift Enter | Split Table |

**Sample Text Paragraph with different formats:** Themes and styles also help keep your document coordinated. When you click Design and **choose** a new Theme, the pictures, charts, and SmartArt ***graphics change*** to match your new theme. When you apply styles, your headings change to match the new theme.

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Sample Text Paragraph with different formats: Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

* **Sample Text Paragraph 1 with different formats:** Themes and styles also help keep your document coordinated. When you click Design and **choose** a new Theme, the pictures, charts, and SmartArt ***graphics change*** to match your new theme. When you apply styles, your headings change to match the new theme.
* **Sample Text Paragraph 2 with different formats:** Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.
* **Sample Text Paragraph 3 with different formats:** Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

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* **Sample Text Paragraph 1 with different formats:** Themes and styles also help keep your document coordinated. When you click Design and **choose** a new Theme, the pictures, charts, and SmartArt ***graphics change*** to match your new theme. When you apply styles, your headings change to match the new theme.
* **Sample Text Paragraph 2 with different formats:** Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.
* **Sample Text Paragraph 3 with different formats:** Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.
* [**Seminar on Investment Flows: Challenges, Opportunities and Road Ahead**](https://youtu.be/A4y1MUULM3k)
* [**BRICS Seminar on Investment Flows to be held on October 13**](https://www.rbi.org.in/Scripts/BS_PressReleaseDisplay.aspx?prid=38284)
* [**RBI releases the Monthly Bulletin for October 2016**](https://rbi.org.in/Scripts/BS_PressReleaseDisplay.aspx?prid=38281)
* [**Report of the Internal Working Group (IWG) on Rationalisation of Branch Authorisation Policy**](https://rbi.org.in/Scripts/BS_PressReleaseDisplay.aspx?prid=38250)
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