## Windows 10 & 11

| | |
|---|---|
| Windows Key | Toggle between Start Screen |
| Windows Key + A | Opens Quick Settings |
| Windows Key + D | Display and hide desktop |
| Windows Key + E | Launch Windows Explorer Window |
| Windows Key + H | Launch Voice typing |
| Windows Key + I | Open the Windows Settings App |
| Windows Key + L | Lock PC and go to lock screen |
| Windows Key + M | Minimize all Windows |
| Windows Key + Shift+ M | Restores all minimized windows |
| Windows Key + T | Cycle through apps on the Taskbar |
| Windows Key + U | Open Accessibility Settings |

## General Microsoft Shortcuts

| | |
|---|---|
| Ctrl + A | Select All |
| Ctrl + B | Bold |
| Ctrl + C | Copy |
| Ctrl + F | Find |
| Ctrl + H | Replace |
| Ctrl + I | Italics |
| Ctrl + N | New File |
| Ctrl + O | Open |
| Ctrl + P | Print |
| Ctrl + S | Save |
| Ctrl + U | Underline |
| Ctrl + V | Paste |
| Ctrl + W | Close File |
| Ctrl + X | Cut |
| Ctrl + Y | Redo |
| Ctrl + Z | Undo |
| F1 | Help |
| F7 | Spell Check |
| F12 | Save As |
| Ctrl + Home | Navigate to Beginning |
| Ctrl + End | Navigate to End |

## Outlook

| | |
|---|---|
| Ctrl + N | Create a new message or calendar event |
| Shift + Enter | Open selected message in a new window |
| Ctrl + F | Forward a selected message |
| Ctrl + Enter | Send email message |
| Ctrl + 2 | Go to calendar |
| Shift + Delete | Permanently delete selected message(s) |
| Ctrl + Shift + C | New Contact |
| Ctrl + Shift + Q | New Meeting |
| Ctrl + Shift + K | New Task |
| Ctrl + Shift + A | New Appointment |
| Ctrl + Shift + M | New Message |
| Ctrl + Shift + B | Open the Address Book |
| Ctrl + Shift + F | Advanced Find |
| Ctrl + Shift + I | Switch to Inbox |
| Ctrl + Shift + O | Switch to Outbox |

## Word

| | |
|---|---|
| Ctrl + Equal Symbol (=) | Apply subscript formatting |
| Ctrl + Plus Symbol (+) | Apply superscript formatting |
| Shift + F3 | Change Case |
| Ctrl + Backspace | Delete the previous word |
| Ctrl + Delete | Delete the next word |
| Ctrl + D | Open the Font dialog box |
| Ctrl + K | Insert a Hyperlink |
| Ctrl + Left bracket ( [ ) | Decrease the font size by 1 point |
| Ctrl + Right bracket (] ) | Increase the font size by 1 point |
| Tab | Promote a bullet |
| Shift + Tab | Demote a bullet |
| F4 | Repeat last action |
| Ctrl + G or F5 | Go To |
| Shift + F7 | Open Thesaurus |

## Excel

| | |
|---|---|
| Ctrl + ` | Display cell formulas |
| F2 | Edit a cell |
| F4 | Toggle key for changing the cell reference (A1, $A$1, etc.) |
| F9 | Calculate all worksheets in open workbook |
| Shift + F9 | Calculate the active worksheet |
| F11 or Alt + F1 | Creates a chart based on the selected data |
| Ctrl + 1 | Displays the Format Cells dialog box |
| Ctrl + Enter | Enters the data in the cell without leaving the cell |
| Ctrl + : | Inserts current time |
| Ctrl + ; | Inserts current date |
| Shift + F3 | Insert Function |
| Ctrl+Page Down | Move to the next worksheet in the workbook |
| Ctrl+Page Up | Move to the previous worksheet in the workbook |
| Ctrl + Spacebar | Select the current column |
| Shift + Spacebar | Select the current row |
| Ctrl + A (while writing a formula) | Opens the Function Arguments window |
| Ctrl + G or F5 | Go To |
| Ctrl + K | Insert a Hyperlink |

## PowerPoint

| | |
|---|---|
| Shift + F3 | Change Case |
| Ctrl + Backspace | Delete the previous word |
| Ctrl + Delete | Delete the next word |
| Ctrl + K | Insert a Hyperlink |
| Ctrl + M | New Slide |
| Ctrl + D | Duplicate |
| Ctrl + T | Open the Font dialog box |
| Tab | Promote a bullet |
| Shift + Tab | Demote a bullet |
| Page down key | Go to next slide |
| Page up key | Go to previous slide |
| Alt + F9 | View Guides |
| F4 | Repeat last action |
| F5 | Start Slide Show from Beginning |
| Shift + F5 | Start Slide Show from Current |
| ESC | End the slide show |
| Ctrl + Q | Close PowerPoint application |