



Keyboard Shortcuts That Actually Help

No jargon. Just the ones you will use daily. — ERP Edition

■ Windows

Ctrl + C	Copy	Ctrl + X	Cut
Ctrl + V	Paste	Ctrl + Z	Undo
Ctrl + Y	Redo	Alt + Tab	Switch apps
Win + D	Show desktop	Win + E	File Explorer
Win + L	Lock PC	Win + I	Settings
Win + R	Run	Ctrl + Shift + Esc	Task Manager
Alt + F4	Close window	Win + Shift + S	Screenshot
Win + V	Clipboard history	Win + .	Emoji
Win + Tab	Task View	F2	Rename
Delete	Delete	Shift + Del	Permanent delete

■ Office Basics

Ctrl + N	New	Ctrl + O	Open
Ctrl + S	Save	F12	Save As
Ctrl + P	Print	Ctrl + F	Find
Ctrl + H	Replace	Ctrl + B	Bold
Ctrl + I	Italic	Ctrl + U	Underline
Ctrl + A	Select all	Ctrl + K	Add link
F7	Spell check		

■ Word

Ctrl + Enter	New page	Ctrl + Shift + L	Bullet list
Shift + F3	Change CASE	Ctrl + Alt + 1/2/3	Heading 1/2/3
Ctrl +]	Bigger font	Ctrl + [	Smaller font
Ctrl + E/L/R	Center/Left/Right	Ctrl + M	Indent more
Ctrl + Shift + M	Indent less		

■ Excel

Alt + =	AutoSum	Ctrl + Shift + \$	Money format
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Ctrl + Shift + %	Percent	Ctrl + Space	Select column
Shift + Space	Select row	Ctrl + Arrow	Jump to end
Ctrl + Shift + Arrow	Select to end	Ctrl + ;	Today's date
Ctrl + Shift + ;	Current time	Ctrl + T	Make table
Ctrl + D	Fill down	Ctrl + R	Fill right
Alt + Enter	New line in cell	F4	Repeat

■ PowerPoint

F5	Start slideshow	Shift + F5	From current slide
Ctrl + M	New slide	Ctrl + D	Duplicate
Ctrl + G	Group	Ctrl + Shift + G	Ungroup
Esc	Stop		

■ Outlook

Ctrl + N	New email	Ctrl + R	Reply
Ctrl + Shift + R	Reply all	Ctrl + F	Forward
Ctrl + Enter	Send	F9	Send/receive
Ctrl + 1/2/3	Mail/Calendar/Contacts		

■ Browsers

Ctrl + T	New tab	Ctrl + W	Close tab
Ctrl + Shift + T	Reopen tab	Ctrl + Tab	Next tab
Ctrl + Shift + Tab	Previous	Ctrl + 1-8	Go to tab
Ctrl + 9	Last tab	Ctrl + L	Address bar
Ctrl + D	Bookmark	Ctrl + H	History
Ctrl + J	Downloads	Ctrl + Shift + N	Incognito
Ctrl + F	Find	Ctrl + R	Refresh
Ctrl + Shift + Delete	Clear history	Ctrl + + / -	Zoom in/out
Ctrl + 0	Reset zoom	Alt + Left/Right	Back/Forward

■ Quick Wins

Win + Shift + Left/Right	Move to other monitor	Win + Up/Down	Maximize/minimize
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■ Pro Daily Shortcuts (Added)

Ctrl + Shift + V	Paste without formatting	Win + 1-9	Open pinned taskbar apps
Win + Left/Right	Snap window left/right	Win + Up	Maximize
Win + Down	Restore/minimize	Win + Ctrl + D	New virtual desktop
Win + Ctrl + Left/Right	Switch desktops	Win + Ctrl + Shift + B	Reset graphics (frozen screen)
Alt + PrtScn	Screenshot active window	Win + X	Quick Link menu
Ctrl + Click	Select multiple items	Shift + F10	Right-click menu
Win + Shift + S	Snip and copy	Ctrl + Shift + N	New folder in Explorer