

Universal Shortcuts

- Ctrl+C copy | Ctrl+X cut | Ctrl+V paste | Ctrl+Z undo | Ctrl+Y redo
- Ctrl+S save | Ctrl+P print | Ctrl+A select all | Ctrl+F find
- Alt+Tab switch apps | Windows+D desktop | Windows+L lock

Microsoft Word

- Ctrl+B bold | Ctrl+I italic | Ctrl+U underline
- Ctrl+H find & replace | Ctrl+Enter page break
- Ctrl+1 single spacing | Ctrl+2 double spacing

Microsoft Excel

- Ctrl+arrow jump to data edge | Ctrl+Shift+L toggle filters
- F4 repeat action / toggle absolute reference
- Alt+= AutoSum | Ctrl+; insert today's date