Here are some common keyboard shortcuts involving the Ctrl key combined with the letters A to Z in Windows:

Ctrl + A: Select all items or text in the active window.
Ctrl + B: Bold the selected text in many applications.
Ctrl + C: Copy the selected text or items.
Ctrl + D: Open the Font settings window (Microsoft Word and other text editors).
Ctrl + E: Center-align the selected text or justify paragraphs (Microsoft Word).
Ctrl + F: Open the Find dialog to search for text.
Ctrl + G: Go to a specific page or line number.
Ctrl + H: Open the Replace dialog (search and replace text).
Ctrl + I: Italicize the selected text in many applications.
Ctrl + J: Justify the selected text or paragraphs (Microsoft Word).
Ctrl + K: Insert a hyperlink.
Ctrl + L: Left-align the selected text or paragraphs (Microsoft Word).
Ctrl + M: Indent the selected text or paragraph (Microsoft Word).
Ctrl + N: Open a new document or window.
Ctrl + O: Open an existing document or file.
Ctrl + P: Print the current document or page.
Ctrl + Q: Remove formatting (Microsoft Word).
Ctrl + R: Right-align the selected text or paragraphs (Microsoft Word).
Ctrl + S: Save the current document or file.
Ctrl + T: Open a new tab in web browsers.
Ctrl + U: Underline the selected text in many applications.
Ctrl + V: Paste copied or cut text or items.
Ctrl + W: Close the current tab or window.
Ctrl + X: Cut the selected text or items.
Ctrl + Y: Redo the last undone action.
Ctrl + Z: Undo the last action.

Here are the commonly used function key shortcuts in Windows:

Function Keys (F1-F12):
F1: Open Help for the active program or application.
F2: Rename the selected item.
F3: Search for a file or folder in Windows Explorer.
F4: Display the address bar list in Windows Explorer.
F5: Refresh the active window or page.
F6: Cycle through the elements of a window or the desktop.
F7: Spell check a selected text in some programs.
F8: Display the startup menu for advanced startup options in Windows (Safe Mode, etc.).
F9: Refresh the active document in some programs.
F10: Activate the menu bar in the active program.
F11: Toggle full-screen mode on or off in browsers.
F12: Open the "Save As" dialog box in many applications.

Here are some common keyboard shortcuts that involve using the Ctrl key along with the functional keys (F1 to F12) in Windows:

Ctrl + F1: Display or hide the Ribbon in Microsoft Office applications.
Ctrl + F2: Open the Print Preview window in Microsoft Word.
Ctrl + F3: Cut to the Spike in Microsoft Word (Office Clipboard feature).
Ctrl + F4: Close the active document or tab.
Ctrl + F5: Refresh the current document or window.
Ctrl + F6: Switch between open documents or windows in the same application.
Ctrl + F7: Perform the Move command on a window (can be moved with arrow keys).
Ctrl + F8: Perform the Resize command on a window (can be resized with arrow keys).
Ctrl + F9: Minimize a document or window to the taskbar.
Ctrl + F10: Maximize a document or window to full-screen mode.
Ctrl + F11: Lock a Microsoft Word document for editing.
Ctrl + F12: Open the "Save As" dialog box in Microsoft Office applications.

Here are some common keyboard shortcuts that involve using the Alt key along with the functional keys (F1 to F12) in Windows:

Alt + F1: Change the display mode between all open applications in some environments.
Alt + F2: Open the "Run" dialog box.
Alt + F3: Open the "Window Menu" of the currently active program.
Alt + F4: Close the currently active window or application.
Alt + F5: Restore a window to its normal size or maximize it if it's minimized.
Alt + F6: Switch between multiple windows of the same application.
Alt + F7: Move the currently active window (can be moved with arrow keys).
Alt + F8: Resize the currently active window (can be resized with arrow keys).
Alt + F9: Minimize the currently active window.
Alt + F10: Maximize or restore the currently active window.
Alt + F11: Add a new module in the Visual Basic Editor (MS Office applications).
Alt + F12: Open the "Save As" dialog box (Microsoft Office applications).

Here are some common keyboard shortcuts that involve using the Ctrl + Shift keys along with the functional keys (F1 to F12) in Windows:

Ctrl + Shift + F1: Change the display mode between all open applications (some environments).
Ctrl + Shift + F2: Change the focus to the next doc window (MS Office applications).
Ctrl + Shift + F3: Insert the contents of the Spike (Word's Office Clipboard feature).
Ctrl + Shift + F4: Close all open documents (Microsoft Office applications).
Ctrl + Shift + F5: Edit a bookmark (Microsoft Word).
Ctrl + Shift + F6: Switch between open docs or windows in reverse order (some appli.. s).
Ctrl + Shift + F7: Update linked information in a Microsoft Office document.
Ctrl + Shift + F8: Perform Size command on a window (can be resized with arrow keys).
Ctrl + Shift + F9: Unlink a field in a Microsoft Word document.
Ctrl + Shift + F10: Activate the shortcut menu for a selection.
Ctrl + Shift + F11: Unlock a Microsoft Word document.
Ctrl + Shift + F12: Print a document (Microsoft Office applications).

important shortcuts for MS Word:

Formatting:
Ctrl + Shift + >: Increase font size.
Ctrl + Shift + <: Decrease font size.
Ctrl + Space: Remove formatting.
Ctrl + Shift + N: Apply the Normal style.
Ctrl + D: Open the Font dialog box.
Ctrl + Shift + F: Change the font.

Editing:
Ctrl + Arrow keys: Move one word at a time.
Ctrl + Backspace: Delete the preceding word.
Ctrl + Delete: Delete the next word.
Ctrl + Shift + Arrow keys: Select text by word.
Ctrl + Shift + Home/End: Select text from the cursor to the beginning/end of the line.
Ctrl + Shift + Page Up/Page Down: Select text by paragraph.
Ctrl + Shift + F8: Extend a selection.
Ctrl + Shift + Z: Switch between the last four places that you have edited.

Navigation:
Ctrl + G: Go to a specific page, section, line, or bookmark.
Ctrl + F5: Switch between the document and the task pane.
Alt + Ctrl + Z: Display the Zoom dialog box.
Shift + F5: Move to the last change.
Shift + F3: Change the case of letters.
Ctrl + F3: Cut to the Spike (special clipboard).
Ctrl + Shift + F3: Paste the contents of the Spike.

Viewing:
Ctrl + Alt + N: Show/hide the navigation pane.
Alt + Ctrl + S: Split the document window.
Ctrl + F6: Switch between open documents.
Alt + Ctrl + M: Add a comment.
Shift + F1: Review text formatting.
Ctrl + Shift + C: Copy formatting.
Ctrl + Shift + V: Paste formatting.

Tables:
Ctrl + Alt + Arrow keys: Move the column or row.
Alt + Shift + Left/Right Arrow: Adjust the column width.