Sure! Here is a longer table with more examples of common keyboard shortcuts that can help you save time and be more productive:

| **Shortcut** | **Description** |
| --- | --- |
| Ctrl + C | Copy selected text or item |
| Ctrl + X | Cut selected text or item |
| Ctrl + V | Paste copied text or item |
| Ctrl + Z | Undo the previous action |
| Ctrl + Y | Redo the previous action |
| Ctrl + A | Select all text or items |
| Ctrl + F | Find text or item |
| Ctrl + S | Save the current file |
| Ctrl + P | Print the current file |
| Ctrl + N | Open a new window or document |
| Ctrl + O | Open a file |
| Ctrl + W | Close the current window or tab |
| Ctrl + T | Open a new tab |
| Ctrl + Shift + T | Reopen the last closed tab |
| Ctrl + Shift + Esc | Open the Task Manager |
| Alt + Tab | Switch between open windows |
| Windows key + D | Show the desktop |
| Windows key + E | Open File Explorer |
| Windows key + L | Lock the computer |
| Windows key + R | Open the Run dialog box |
| F1 | Open the Help menu |
| F5 | Refresh the current window or webpage |
| F11 | Toggle full-screen mode |
| Tab | Move to the next control or element |
| Shift + Tab | Move to the previous control or element |
| Spacebar | Select or deselect an item |
| Enter | Confirm a selection or open a selected item |
| Alt + F4 | Close the current window or application |
| Alt + Enter | Open the Properties dialog box for a selected item |
| Alt + F | Open the File menu |
| Alt + E | Open the Edit menu |
| Alt + V | Open the View menu |
| Alt + H | Open the Help menu |
| Ctrl + Alt + Del | Open the Windows Security screen |