Here are some useful **Windows keyboard shortcuts** and **Microsoft Office shortcuts** to boost your productivity:

Windows Keyboard Shortcuts

Shortcut	Function
Win + D	Show/hide desktop
Win + E	Open File Explorer
Win + Tab	Open Task View
Alt + Tab	Switch between open apps
Win + L	Lock your computer
Win + I	Open Settings
Win + R	Open Run dialog box
Win + Shift + S	Take a screenshot (Snipping Tool)
Win + V	Open Clipboard history (if enabled)
Ctrl + Shift + Esc	Open Task Manager
Win + (+/-)	Zoom in/out (Magnifier)
Win + X	Open Quick Access Menu (like right-click on Start)

Microsoft Office Shortcuts

Common Office Shortcuts (Word, Excel, PowerPoint)

Shortcut	Function
Ctrl + N	New document/workbook/presentation
Ctrl + S	Save
Ctrl + O	Open file
Ctrl + P	Print
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + H	Replace

Microsoft Word Shortcuts

Shortcut	Function
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Paste formatting
Ctrl + Enter	Insert page break
Ctrl + L	Align text left
Ctrl + R	Align text right
Ctrl + J	Justify text

Microsoft Excel Shortcuts

Shortcut	Function
Ctrl + Arrow Keys	Move to the edge of data
Ctrl + Shift + Arrow Keys	Select data to the edge
Ctrl + T	Create a table
Ctrl + Shift + L	Toggle filters
Alt + =	AutoSum selected cells
Ctrl + 1	Open Format Cells dialog
Ctrl + Shift + "+"	Insert a new row or column
Ctrl + "-"	Delete selected row or column

Microsoft PowerPoint Shortcuts

Shortcut	Function
F5	Start slideshow from the beginning
Shift + F5	Start slideshow from current slide
Ctrl + M	Insert new slide
Ctrl + D	Duplicate selected slide/object
Alt + Shift + Left/Right	Promote/Demote bullet points