Keyboard Shortcuts

Microsoft Word Shortcuts

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + E	Center Align
Ctrl + R	Right Align
Ctrl + L	Left Align
Ctrl + M	Indent
Ctrl + Shift + M	Un-indent
Ctrl + 1	Single Line Spacing
Ctrl + 2	Double Line Spacing
Ctrl + Shift + >	Increase Font Size
Ctrl + Shift + <	Decrease Font Size

Microsoft Excel Shortcuts

Ctrl + Arrow	Jump to last cell in direction
Ctrl + Shift + Arrow	Select cell range
F2	Edit cell
Ctrl + ;	Insert current date
Ctrl + Shift + :	Insert current time
Alt + =	AutoSum
Ctrl + Shift + +	Insert row/column
Ctrl + -	Delete row/column

Microsoft PowerPoint Shortcuts

F5	Start slideshow
Shift + F5	Start slideshow from current slide
Ctrl + M	New slide
Ctrl + D	Duplicate object
Ctrl + G	Group objects
Ctrl + Shift + G	Ungroup
Ctrl + K	Insert hyperlink

Keyboard Shortcuts

VS Code Shortcuts

Ctrl + P	Open file by name
Ctrl + Shift + P	Command Palette
Ctrl + /	Toggle line comment
Ctrl + B	Toggle sidebar
Alt + up / down	Move line
Shift + Alt + up / down	Duplicate line
Ctrl + Shift + K	Delete line
F12	Go to definition
Ctrl + Space	Auto-complete

Figma Shortcuts

Ctrl + D	Duplicate object
Ctrl + G	Group layers
Ctrl + Shift + G	Ungroup
Ctrl + Shift + K	Place image
Shift + 2	Zoom to selection
Shift + 1	Zoom to fit
Ctrl + Enter	Edit text