Windows

Shortcuts	Description
Ctrl + C	Copy
Ctrl + X	Move/Cut
Ctrl + V	Past
Ctrl + Z	Undo
Ctrl + Y	Redo/Repeat
Ctrl + A	Select all
Windows + I	Open Setting
PrtSc	Screen shot
Windows + Shift + S	Take a screen shot for a specific area

Microsoft Word

Shortcuts	Description
Ctrl + C	Copy
Ctrl + X	Move/Cut
Ctrl + V	Past
Ctrl + Z	Undo
Ctrl + Y	Redo/Repeat
Ctrl + A	Select all
Ctrl + O	Open
Ctrl + N	New file
Ctrl + S	Save file
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + [	Decrease font size by 1 point
Ctrl +]	Increase font size by 1 point
Ctrl + E	Center Text
Ctrl + L	Left align text
Ctrl + R	Right align text
Ctrl + Enter	Insert a page break