Know your shortcuts, reduce your clicks

Shortcut	Action	Shortcut	Action
Ctrl + A	Select all	Ctrl + Shift + F	Change font
Ctrl + C	Copy selected text	Alt + Shift + D	Insert current date (Word)
Ctrl + X	Cut selected text	Ctrl + ;	Insert current date (Excel)
Ctrl + V	Paste	Ctrl + S	Save
Ctrl + O	Open options	Ctrl + P	Print
Ctrl + F	Open find box	Ctrl + Home	Go to the top of the document
Ctrl + I	Italicise selection	Ctrl + End	Go to the bottom of the document
Ctrl + U	Underline selection	Ctrl + Scroll	Zoom in/ out
Ctrl + B	Bold selection	Win + L	Lock PC/ Switch user
Ctrl + K	Insert text	Win + E	Open file explorer
Ctrl + Y	Redo last action	Win + ←	Split screen
Ctrl + Z	Undo last action	Alt + Tab	Search through windows
Ctrl + G	Find and replace	Alt + ←	Go back
Ctrl + L	Align selected text left	F5	Refresh page
Ctrl + E	Align selected text centre	F7	Spell/ grammar check
Ctrl + R	Align selected text right	F9	Send/ receive emails
Ctrl + N	Open a new window	F11	Enter/ exit full screen mode
Ctrl + ↑	Go to start of line/ paragraph	F12	Save as

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