The idea of working on a PC for 12-13 hours non-stop might seem impossible, but it's a reality for many individuals. In such demanding scenarios, the use of shortcuts can be a game-changer 🤓. By employing shortcuts, you can streamline tasks, save time, and ultimately enhance your productivity.

Whether it's a keyboard shortcut for a commonly used function or a series of commands that execute a complex task in moments, the efficiency gains can be significant.🤔 Thinking about ways to optimize your workflow and save time is a nice move, and using shortcuts is an excellent strategy to achieve just that.

So, embrace the power of shortcuts and unlock a more efficient and satisfying computing experience! 🚀

Worry not! In today's post, I will tell you **Keyboard Shortcuts** that you can use in many applications like MS Word, MS PowerPoint, MS Excel, Settings, File Explorer, Task Manager, etc.

Keyboard Shortcuts for MS Word

Shortcut	Feature
CTRL+N	Create a New Document
CTRL+S	Save the Document
CTRL+W	Close the Document
CTRL+A	Select all Content Text
CTRL+C	Copy the Selected Content
CTRL+V	Paste The Selected Content
CTRL+B	Bold Formatting Text
CTRL+I	Italic Formatting Text
CTRL+E	Center the Text
CTRL+ [or]	Increase our Decrease Font size by 1
CTRL+Z	Undo Actions

CTRL+Y	Redo Actions (If Possible)
CTRL+W,Q,Tab Navigate	Adjust Zoom and go to required Cell
CTRL+ALT+S	Splitting the Document Window

MS Word General Shortcuts

Keyboard Shortcuts for MS Excel

Shortcut	Feature
CTRL + O	Open a WorkBook
CTRL + W	Close a WorkBook
ALT + M	Go to Formula Tab
Shift+F10	Open Context Menu
ALT + H	Choose a fill Color
ALT + F	Open File Menu
CTRL + Page Down	Move to next sheet in WorkBook
CTRL+ALT+ =	Zoom in
CTRL+ALT+ -	Zoom out
CTRL+ K	Open Insert Hyperlink Window
CTRL + E	Use FlashFill to AutoFill data from Other Rows/Columns
ALT + =	Use AutoSum Feature
Shift + F3	Insert a Function
CTRL+ Home	Move to the Starting of the Workbook
CTRL + F5	Refresh Data in WorkBook
Alt + F12	Open Power Query Editor
Alt+Shift+F10	Display menu for Error Checking Button

General Shortcuts for MS Excel

Keyboard Shortcuts for File Manager

Shortcut	Feature
CTRL + E	Select Search Bar
CTRL + Mouse Scroll	Change the size and appearance of file and folder icons.
CTRL + SHIFT + N	Create a New Folder
CTRL+SHIFT+E	Display all folders above the selected folder.
NumLock + (*)	Display all subfolders of the chosen folder.
NumLock + (-)	Close Selected Folder
NumLock + (+)	See the Contents in the Folder
ALT + ENTER	Display Property Dialogue Box
BackSpace	View Previous Folder
F11	Minimize or Maximize the Window
End	To the Bottom of the Window
Home	To the Top of the Window
ALT + UP Arrow	View the folder that the folder was in.
ALT + P	Preview Panel

Shortcuts for File Manager

Keyboard Shortcuts for Settings

Shortcut	Feature
⊞ + I	Open Settings
BackSpace	Go to Settings HomePage

Keyboard Shortcuts for Settings

General Shortcuts for Your PC

Shortcut	Feature
F3	Search a File or Folder in File Explorer
F10	Activate the Menu Bar in any App
Alt+F8	Show Password on Sign-in screen
CTRL+SHIFT+ESC	Open Task Manager
PrtScn	Take a Screenshot
⊞ + CTRL + C	Turn on Colour Filters
⊞ + ALT + B	Turn HDR on or off in a Game
⊞ + H	Launch Voice Typing
⊞ + M	Minimize Window
⊞ + ALT + R	Record Video of your Screen
⊞ + . or ,	Open Emoji
⊞ + CTRL+SHIFT+B	Wake PC from Blank Screen
⊞ + CTRL + D	Add a Virtual Desktop
CTRL+SHIFT+TaskBar App	Open App as Administrator
⊞ + W	Open Widgets on HomeScreen

Some General Shortcuts for Windows PC

Some more Shortcuts that may help you anytime 🙂

Shortcut	Feature
⊞ + G	Access Recordings of Screen
⊞ + V	Open Clipboard 📋
⊞ + SHIFT+S	Take Partial Screenshot
⊞ +D	Hide all running Programs and go to Home
⊞ + Shift + U + U	Instant Shutdown
CTRL + L	Reach to the URL Section
CTRL + K	Search on Google Easily

CTRL + SHIFT + T	Open recently Closed Window
CTRL+SHIFT +ESC	Open Running Apps Memory Usage List

Must Know Shortcuts for you

That's all The shortcuts that even I use or may have used to make my edits, posts and videos management easy and super fast ⏩.

Although Microsoft have officially launched all the Shortcuts on their Support Websites it is hard to know what can be used in General Purpose as it contains many other complex shortcuts too.

Refrence : support.microsoft.com

Thanks 👍