

Keyboard shortcuts worth knowing

Windows, Outlook and your browser.

If you only learn one, make it Win + L

Locking your screen when you walk away is the cheapest security control there is.

WINDOWS

Win	Open Start
Win + L	Lock your screen
Win + E	Open File Explorer
Win + D	Show the desktop
Win + I	Open Settings
Alt + Tab	Switch between open apps
Win + Tab	Task view, all your windows
Win + ← / →	Snap window to half the screen
Win + ↑ / ↓	Maximise or minimise
Win + Shift + ←	Move window to the other screen
Win + V	Clipboard history, last 25 copies
Win + Shift + S	Screenshot part of the screen
Win + .	Emoji picker
Ctrl + Shift + Esc	Task Manager
Alt + F4	Close the window
F2	Rename a file
Ctrl + Shift + N	New folder

WORKS NEARLY EVERYWHERE

Ctrl + C / X / V	Copy, cut, paste
Ctrl + Shift + V	Paste without the formatting
Ctrl + Z / Y	Undo, redo
Ctrl + A	Select everything
Ctrl + F	Find on this page
Ctrl + S	Save
Ctrl + P	Print
Ctrl + Backspace	Delete the whole word before

OUTLOOK

Ctrl + Shift + M	New email
Ctrl + R	Reply
Ctrl + Shift + R	Reply all
Ctrl + F	Forward
Alt + S	Send
Delete	Delete the message
Ctrl + Q	Mark as read
Ctrl + U	Mark as unread
Ctrl + Shift + G	Flag for follow up
Ctrl + E	Search your mail
Ctrl + Shift + V	Move to a folder
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to People
Ctrl + Shift + A	New appointment
Ctrl + Shift + Q	New meeting request

IF YOU'RE ON THE NEW OUTLOOK

Ctrl + N	New email, instead of Ctrl + Shift + M
Ctrl + Enter	Send, instead of Alt + S
Insert	Flag, instead of Ctrl + Shift + G

EDGE AND CHROME

Ctrl + T	New tab
Ctrl + W	Close this tab
Ctrl + Shift + T	Reopen the tab you just closed
Ctrl + Tab	Next tab
Ctrl + L	Jump to the address bar
Ctrl + D	Bookmark this page
Ctrl + Shift + N	Private window
Ctrl + Shift + Delete	Clear browsing data
F5	Reload
Ctrl + 0	Reset the zoom

And a few more

Teams, Excel and Word.

TEAMS

Ctrl + .	Show every Teams shortcut
Ctrl + E	Search
Ctrl + N	Start a new chat
Ctrl + Shift + M	Mute and unmute
Ctrl + Shift + O	Camera on and off
Ctrl + Shift + E	Start sharing your screen

EXCEL

Ctrl + ;	Today's date
Ctrl + Shift + ;	The time right now
Ctrl + arrow	Jump to the edge of the data
Ctrl + Shift + arrow	Select to the edge of the data
Alt + =	AutoSum
Ctrl + T	Turn a range into a table
Ctrl + Shift + L	Filters on and off
F4	Lock a reference, or repeat
Ctrl + D	Fill down from above
Ctrl + R	Fill right from the left
Ctrl + 1	Format cells
Alt + Enter	New line inside a cell
Ctrl + PgUp / PgDn	Previous or next sheet
F2	Edit the selected cell
Ctrl + Space	Select the whole column
Shift + Space	Select the whole row

WORD

Ctrl + B / I / U	Bold, italic, underline
Shift + F3	Change the case of the text
Ctrl + Shift + C	Copy the formatting
Ctrl + Shift + V	Paste the formatting
Ctrl + Alt + V	Paste special
Ctrl + Enter	Page break
Ctrl + K	Insert a link
F7	Spell check