

Shortcut (Windows)	Function / Context	Power User Concept
Ctrl + C / V / Z	Copy, Paste, Undo	The Basics: The ultimate, universal time-savers.
Ctrl + S	Save Document	The Essential: Lock in your work frequently.
Ctrl + F	Find (Search)	The Finder: Instantly locate text within the active document/window.
Ctrl + Home / Ctrl + End	Jump to the Beginning / End of the document.	Instant Navigation.
Ctrl + Shift + Arrow	Select content word-by-word or paragraph-by-paragraph.	Precision Selection.
Alt + Shift + D	Insert a DATE field (can be updated on open).	Quick Date Stamping.
Ctrl + E	Flash Fill (Detect and replicate a data pattern).	Data Cleaning Magic.
Ctrl + D	Fill Down (Copy selected cell to cells below it).	Reliable Column Filling.
Double-Click Fill Handle (square)	Auto-copy formula down to match length of adjacent column.	Formula Replication.
F4 (after selecting a reference)	Cycles through Absolute/Relative cell references (\$A\$1).	Formula Locking.
Ctrl + 9 / Ctrl + Shift + 9	Hide Selected Rows / Unhide Rows.	Report Cleanup.
Ctrl + 0 / Ctrl + Shift + 0	Hide Selected Columns / Unhide Columns.	Presentation Prep.
Ctrl + Shift + D	Duplicate the entire selected slide.	Rapid Slide Iteration.
Ctrl + D	Duplicate the selected object on a slide.	Rapid Object Replication.
Ctrl + G / Ctrl + Shift + G	Group Selected Objects / Ungroup Objects.	Layout Management.
Alt → H → G → A	Ribbon Key Sequence for Alignment Menu (L/R/C/T/B).	Pixel-Perfect Alignment.
Shift + F5	Start Slideshow from the Current Slide.	Rehearsal/Testing Mode.
Ctrl + Shift + G	Open Flag For Follow Up dialog to set reminders.	Proper Follow-Up Triage.
Insert	Toggle default flag on/off for selected email.	Quick Triage.
Ctrl + Shift + Q	Create a New Meeting from the selected email.	Convert Email to Action.
Ctrl + Shift + F	Open Advanced Find window.	Targeted Old Message Search.
F4 (or Ctrl + Y)	Repeat Last Action (e.g., formatting, object move).	Efficiency Multiplier.
Alt + [number]	Trigger the Quick Access Toolbar (QAT) command.	Custom Shortcut Creation.
Ctrl + Z	Undo your wrong press (included twice because it's vital).	Safety Net.
File → Options...	Pathway to Customize Keyboard Shortcuts.	Personal Workflow System.