Universal Shortcuts

Select all on page	Ctrl + A
Find text on page	Ctrl + F
Print	Ctrl + P
Save	Ctrl + S
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Zoom In/Out	Ctrl + [Scroll Wheel]
Pan View (PDF or other)	Hold space bar + click/drag
Go to top of page	Home
Go to bottom of page	End

These shortcuts will work across all programs 99% of the time!

Chrome

Open link in new tab	Click mouse scroll wheel
Full Screen	F11
Move the cursor to the browser address bar and highlight everything in it.	Ctrl + L
New browser window	Ctrl + N
Close current tab	Ctrl + W
Cycle through open tabs going to the right	Ctrl + Tab
Cycle through open tabs going to the left	Ctrl + Shift + Tab
Go to top of page	Home
Go to bottom of page	End

Windows Shortcuts

New explorer window	WinKey + E
Snap windows to side	Winkey + Arrow keys
Toggle between programs	Alt + Tab
Minimize all programs (Desktop)	WinKey + D
Close file/tab	Ctrl + W
Close program	Alt + F4
Open Task Manager	Ctrl + Shift + Esc
Create virtual desktop	Ctrl + WinKey + D
Toggle between virtual desktops	Winkey + Tab
Lock Computer	Winkey + L

The "WinKey" or windows key is typically between the control and alt keys

Outlook

Switch to (Mail, Calendar)	Ctrl + 1 or 2
Create new meeting	Ctrl + Shift + Q
Reply	Ctrl + R
Reply all	Ctrl + Shift + R
Mark as unread	Ctrl + U
Check Spelling	F7
*Use and setup quick steps!	
*Use and setup 'rules'	

There are many more shortcuts than this, but here are a few useful ones!

AutoQuotes

Toggle Status (Active/inactive)	Ctrl + i
Create custom item	Ctrl + K
Jump to Item (in spreadsheet)	Ctrl + J
Show spec sheet	Ctrl + M
Sort by item number	Ctrl + S
Move item up/down	Ctrl + Up/Down arrow
Go to top of spreadsheet	Ctrl + Home
Go to bottom of spreadsheet	Ctrl + End

Here are the most useful, but there are more!