Keyboarding Resources

For CSEA-Represented NYS Employees & Leaders

NYS & CSEA Partnership

Improve your Keyboarding Skills

Receive Keyboarding Software

Apply for a Labor-Management Workforce Development Grant to receive keyboarding software for your office.

(518) 474-7764
LMgrants@nyscseapartnership.org

Access Free Keyboarding Tutorials

Explore free, online keyboarding tutorials and lessons to improve or refresh your keyboarding skills today.
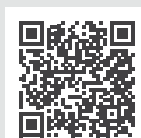
(518) 487-7814
learning@nyscseapartnership.org

Get Keyboarding Classes Paid For

Contact our advisors to claim your CSEA tuition benefits and cover tuition expenses for keyboarding classes.

(800) 253-4332
advisors@nyscseapartnership.org

Essential Keyboard Shortcuts

All Browsers

Ctrl + **N**	Open a new window
Ctrl + **T**	Open a new tab
Ctrl + **Tab**	Switch between tabs
F5	Refresh page
Home	Jump to the top of a webpage
End	Jump to the bottom of a webpage
Ctrl + **F**	Open search dialog box at top of window

Outlook

Ctrl + **Shift** + **M**	Open a new window
Ctrl + **R**	Open Reply window for selected message
Ctrl + **F**	Open Forward window for selected message
Ctrl + **Shift** + **R**	Open Reply window for selected message (includes all recipients)
Alt + **S**	Send Message
Ctrl + **1**	Switch to Mail view
Ctrl + **2**	Switch to Calendar view

NYS & CSEA Partnership

Windows

⊞	Open Start Menu
Alt + **Tab**	Switch between open programs
⊞ + **L**	Lock computer
Ctrl + **Alt** + **Delete**	Unlock computer, or when unlocked, takes user to a Windows system options page
⊞ + **D**	Hide or display the desktop
C	Copy selected item
X	Cut selected item
V	Paste selected item
Z	Undo an action
Y	Redo an action
A	Select all items in a document or window
S	Save current document, workbook, email draft, or webpage
P	Open print dialog for document, workbook, email, or webpage
⊞ + arrow keys	Resize and move current window Up - Maximize current window Down - Restore or Minimize current window Left/Right - Moves and resizes current window to left or right side of screen

Microsoft Office

Ctrl + **B**	Bold/remove bold from selected text or cell(s)
Ctrl + **I**	Italicize/remove italics from selected text or cell(s)
Ctrl + **U**	Underline/remove underline from selected text or cell(s)
Ctrl + **N**	Open new document or workbook
Ctrl + **O**	Open existing document or workbook
Ctrl + **W**	Close current document or workbook
F12	Open the Save As dialog box
Ctrl + **F**	Search a document or worksheet
Ctrl + **H**	Open, Search, and Replace dialog box in a document or worksheet
Home	Move to the beginning of a sentence in Word or leftmost cell of a row in Excel
End	Move to the end of a sentence in Word or to the end of a cell in Excel
Ctrl + **Home**	Move to the top of a document in Word or to the beginning of a worksheet in Excel
Ctrl + **End**	Move to the end of a document in Word or to the end of a worksheet in excel
Ctrl + ◄►	Move to the farthest cell left or right in the row in a worksheet
Ctrl + ▲▼	Move to the farthest cell left or right in the row in a worksheet
Ctrl + **F2**	Print Preview
F7	Spell Check