

Contact the Partnership today!

**NYS & CSEA Partnership
for Education and Training**



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Essential Keyboard Shortcuts

Windows 



Open Start Menu



Switch between open programs



Lock computer



Unlock computer, or when unlocked, takes user to a Windows system options page



Hide or display the desktop



Copy selected item



Cut selected item



Paste selected item



Undo an action



Redo an action



Select all items in a document or window



Save current document, workbook, email draft, or webpage



Opens print dialog for document, workbook, email, or webpage



Resize and move current window
Up - Maximize current window
Down - Restore Down or Minimize current window
Left/Right - Moves and resizes current window to left or right side of screen

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Internet Explorer

- 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 a webpage
- End** Jump to the bottom of a webpage
- Ctrl + F** Opens search dialog box at top of window

Outlook

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

Word and Excel

- Ctrl + B** Bold/remove bold from selected text or cell(s), set or turn off bold as you type
- Ctrl + I** Italicize/remove italics from selected text or cell(s), set or turn off italics as you type
- Ctrl + U** Underline/remove underline from selected text or cell(s), set or turn off underline as you type
- 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