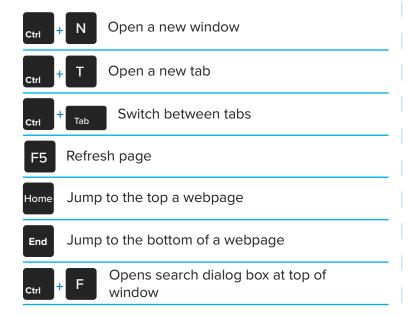
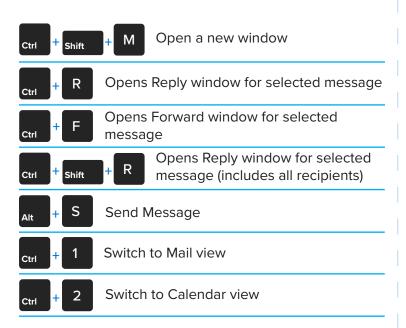


Internet Explorer 🗲

Word and Excel



Outlook 0



Ctrl + B Bold/remove bold from selected text or cell(s), set or turn off bold as you type
+ 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
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

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