

Contact the Partnership today!

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



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**NYS & CSEA
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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, work-
book, 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