Contact the Partnership today!

NYS & CSEA Partnership for Education and Training



Corporate Plaza East – Suite 502 240 Washington Avenue Ext. Albany, NY 12203



(518) 486-7814 or (800) 253-4332



(518) 473-0056 or (518) 486-1989



learning@nyscseapartnership.org



www.nyscseapartnership.org



www.facebook.com/ nyscseapartnership



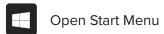
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NYS & CSEA Partnership

Essential Keyboard Shortcuts

Windows **Windows**









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



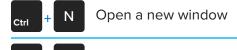


Resize and move current window **Up** - Maximize current window Down - Restore Down or Minimize current window Left/Right - Moves and resizes current window to left or right side



of screen

Internet Explorer



+ Switch between tabs

Open a new tab

F5 Refresh page

Home Jump to the top a webpage

End Jump to the bottom of a webpage

Opens search dialog box at top of window

Outlook 0



+ R Opens Reply window for selected message

+ F Opens Forward window for selected message

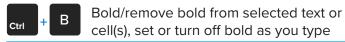
Opens Reply window for selected message (includes all recipients)

+ S Send Message

ctrl + 1 Switch to Mail view

ctrl + 2 Switch to Calendar view

Word and Excel w ■x ■



Italicize/remove italics from selected text or cell(s), set or turn off italics as you type

+ 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

+ O Open existing document or workbook

+ W Close current document or workbook

F12 Open the Save As dialog box

ctrl + F Search a document or worksheet

Open Search and Replace dialog box in a document or worksheet

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

Move to the top of a document in Word or to the beginning of a worksheet in Excel

Move to the end of a document in Word or to the end of a worksheet in excel

Move to the farthest cell left or right in the row in a worksheet

Move to the farthest cell left or right in the row in a worksheet

ctrl + F2 Print Preview

F7 Spell check