Essential Keyboard Shortcuts

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

- **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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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

www.twitter.com/NYSCSEA

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

### 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

### 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
- **Ctrl + 3**: Switch to Contacts view
- **Ctrl + 4**: Switch to Tasks view

### Additional Features

- **Ctrl + Home**: Move to the beginning of a sentence in Word or leftmost cell of a row in Excel
- **Ctrl + 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 + Shift + <**: Move to the farthest cell left or right in the row in a worksheet
- **Ctrl + Shift + >**: Move to the farthest cell left or right in the row in a worksheet
- **Ctrl + F2**: Print Preview
- **F7**: Spell check