

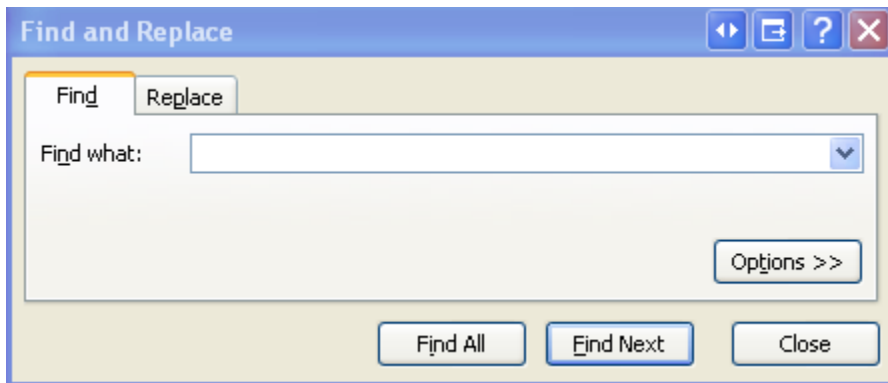
Tuesday TechTip:

How do I search a program for important information?

Finding key words or phrases is often a necessity when working with long documents, spreadsheets, email programs, or web pages. Luckily, almost every program provides a quick and convenient search command to filter through information and deliver you results.

The Ctrl + F Keyboard Shortcut.

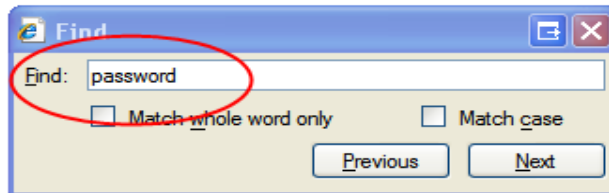
Pressing the key combination Ctrl + F will launch a search utility or the *Find* dialog box in most Microsoft programs including Word, Excel, PowerPoint, SharePoint and Internet Explorer. For Example, using the Ctrl + F keyboard shortcut in Word or Excel will result in the following dialog box:



Pressing the same Ctrl + F keyboard shortcut from anywhere in Adobe Acrobat will result in a slightly different view on the *toolbar*:



Regardless of the particular view, the find or search command can quickly scan your document or web page and highlight key words or phrases. For example, if you are in *Internet Explorer* on the [TechTips Today](#) webpage, you can use the Ctrl + F keyboard shortcut to search for information about passwords by typing "password" in the *Find* dialog box:



Security

- [Avoid Drive-by Downloads](#)
- [Think before you Click!](#)
- [Create a Strong Password](#)
- [Lock your Computer!](#)
- [Vishing](#)

The find utility highlights all words in the web document that match the search. Clicking the **Next** button moves to the next highlighted match in the document.

There is always an exception:

While the Ctrl + F keyboard shortcut works with most programs, there is one important MS Office exception. To do a search in Outlook 2007, use the key combination Ctrl + E to quickly search your inbox. The Ctrl + F shortcut is used to forward email in Outlook 2007.

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>