

MS Outlook: Keyboard/Mouse Shortcuts

Training on Microsoft software is provided in the following areas:

- **Windows Operating System**
- **MS Office**
- **Networking**
- **Contact Management**
- **IIS Scripting**
- **SQL Server**
- **Visual Basic**
- **.NET**
- **Web Development**

To review our 1000+ course titles and topics, visit www.sysed.com.

*Get on the
Fast Track!*



TM

Keyboard Navigation	
Invoking	Will Move to:
Ctrl+ Comma	Next item.
Ctrl+Period	Previous item.
F6 or Ctrl+Shift+Tab	Switch between the Folder List and the main Outlook window.
Ctrl+Y	Go to a different folder.
+ or - Sign on the numeric keypad	Expand/collapse a group.

Creating an Item	
Invoking	Will Set a/an:
Ctrl+Shift+A	Appointment.
Ctrl+Shift+C	Contact.
Ctrl+Shift+L	Distribution list.
Ctrl+Shift+E	Folder.
Ctrl+Shift+J	Journal entry.
Ctrl+Shift+Q	Meeting request.
Ctrl+Shift+M	Message.
Ctrl+Shift+S	Post in this folder.
Ctrl+Shift+K	Task.
Ctrl+Shift+U	Task request.

Common Operations – All Items	
Invoking	Will Serve to:
Shift+F1	Display ScreenTip.
Ctrl+S	Save.
Alt+S	Save and Close, Send.
F12	Save As.
Ctrl+Z	Undo.
Ctrl+D	Delete.
Ctrl+P	Print.
Ctrl+Shift+Y	Copy item.
Ctrl+Shift+V	Move item.
F7	Check spelling.
Ctrl+Shift+G	Flag for follow-up.
Ctrl+F	Forward.
F4	Search for text in items.
Shift+F4	Find next during text search.
Ctrl+Shift+F	Use Advanced Find.
F2	Turn on editing in a field.



E-mail Operations	
Invoking	Will Serve to:
Ctrl+Shift+I	Switch to Inbox.
Ctrl+Shift+O	Switch to Outbox.
Ctrl+R	Reply to a message.
Ctrl+Shift+R	Reply all to a message.
Ctrl+ Shift+S	Post to a folder.
Ctrl+M or F5	Check for new mail.
Ctrl+N	Open a received message.
Ctrl+Shift+B	Display the Address Book.
Ctrl+Shift+O	Convert an HTML or RTF message to plain text.
Ctrl+Q	Mark as read.

Calendar Operations	
Invoking	Will Serve to:
Alt+C	Accept.
Alt+D	Decline.

Contact Operations	
Invoking	Will Serve to:
Ctrl+Shift+D	Perform a dial operation.
F11	Enter a name in Find a Contact box.

Task Operations	
Invoking	Will Serve to:
Alt+C	Perform an accept.
Alt+D	Perform a decline.

Undo and Redo Actions	
Invoking	Will Serve to:
Esc	Cancel an action.
Ctrl+Z	Undo an action.
Ctrl+Y	Redo or repeat an action.

Formatting Text	
Invoking	Will Serve to:
Alt+O	Display the Format menu.
Shift+F3	Switch case (with text selected).
Ctrl+B	Add bold.
Ctrl+Shift+L	Add bullets.
Ctrl+I	Add italics.
Ctrl+T	Increase indent.
Ctrl+Shift+T	Decrease indent.
Ctrl+L	Left align.
Ctrl+E	Center.
Ctrl+U	Underline.
Ctrl+]	Increase font size.
Ctrl+[Decrease font size.