



**Microsoft Outlook
Shortcut Keys
Software Solutions**

CTRL Keys

F2	Print Preview
A	Select All
B	Bold Text
C	Copy Text
D	Delete
E	Centre
F	Forward Mail
I	Italic
L	Left Align
N	New
P	Print
Q	Mark as Read
R	Reply
S	Save
T	Increase Indent
U	Underline
V	Paste Text
X	Cut Text
Y	Go to Folder
Z	Undo

Ctrl Shift Keys

A	Create Appointment
B	Address Book
C	Create Contact
E	Create Folder
F	Find
I	Show Inbox
J	Create Journal
K	Create Task
L	Create Distribution List
M	Create Message
N	Create Note
O	Show Outbox
P	Post to Folder
Q	Meeting Request
R	Reply to All
U	Task Request

Function Keys

F6	Move between Panes
F7	Spell Check
F9	Check for Mail
F11	Find Contact
F12	Save As

Shift Keys

F3	Change Case
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Alt Keys

F4	Close
S	Save, Close & Send

In Calendar

→	Next Day
←	Previous Day

Alt Keys

-	Show Current Week
=	Show Current Month
0	Show 10 days
1 to 9	Show x number days
↑	Same day prev week
↓	Same day next week
C	Accept Meeting
D	Decline Meeting

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Microsoft® Office Outlook Key Templates

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AUTHORIZED INSTRUCTOR

Microsoft Outlook	CTRL Keys									
Shortcut Keys	F2	A	B	C	D	E	F	I	L	
Software Solutions	Print Preview	Select All	Bold	Copy	Delete	Centre	Forward	Italic	Left Align	

CTRL Keys												Shift
N	P	Q	R	S	T	U	V	X	Y	Z		F3
New	Print	Mark Read	Reply	Save	Increase indent	Underline	Paste	Cut	Go to Folder	Undo		Change Case

Ctrl Shift Keys											
A	B	C	E	F	I	K	L	M	N	O	Q
Create Appt	Address Book	Create Contact	Create Folder	Find	Show Inbox	Create Task	Distrib List	Create Message	Create Note	Show Outbox	Meeting Request

Ctrl Shift Keys	Function Keys						Alt Keys	Calendar Alt Keys			
R	U	F6	F7	F9	F11	F12	F4	S	C	D	←→↑↓
Reply to All	Task Request	Move between Panes	Spell Check	Check for Mail	Find Contact	Save As	Close	Save, Close & Send	Accept Meeting	Decline Meeting	Move & Show
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