

## Microsoft Outlook Shortcut Keys

### CTRL Keys

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

### Ctrl Shift Keys

A	Create Appointment
B	Show Address Book
<b>C</b>	<b>Create Contact</b>
E	Create Folder
F	Find
<b>I</b>	<b>Show Inbox</b>
J	Create Journal Entry
K	Create Task
L	Create Distribution List
L	Add Bullets (in message)
M	Create Message
N	Create Note
<b>O</b>	<b>Show Outbox</b>
P	Post to Folder
Q	Meeting Request
R	Reply all
U	Task Request

### Function Keys

	<b>Refresh and Check New Mail</b> <b>97, 2000, XP</b> <b>2003, 2007</b>
F5 F9	
F6	Move between sections (calendar, tasks and folders)
F7	Check Spelling
F11	Find Contact box
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
1to 9	Show x number of days
↑	Same Day Previous Week
↓	Same Day Next Week
C	Accept Meeting
D	Decline Meeting