



## Frequently Used

Key	Function to
<b>F1</b>	Open Help
<b>F3</b>	Find Item
<b>F7</b>	Spell check
<b>esc</b>	Close Window or Menu
<b>ctrl</b> + <b>A</b>	Select all
<b>ctrl</b> + <b>Z</b>	Undo previous action
<b>ctrl</b> + <b>Y</b>	Redo action
<b>ctrl</b> + <b>C</b>	Copy
<b>ctrl</b> + <b>V</b>	Paste
<b>ctrl</b> + <b>P</b>	Print
<b>ctrl</b> + <b>N</b>	New Item
<b>ctrl</b> + <b>H</b>	Find and Replace
<b>ctrl</b> + <b>S</b>	Save
<b>ctrl</b> + <b>K</b>	Insert Hyperlink
<b>shift</b> + <b>F7</b>	Open the thesaurus for selected Word

## Ribbon

Key	Function to
<b>alt</b> + <b>1</b>	Open Home tab
<b>alt</b> + <b>2</b>	Open File menu
<b>alt</b> + <b>3</b>	Open Send/Receive tab
<b>alt</b> + <b>4</b>	Open Folder tab
<b>alt</b> + <b>5</b>	Open View tab
<b>alt</b> + <b>6</b>	Go to Tell Me search field
<b>ctrl</b> + <b>E</b>	Open Search tab

## Navigation

Key	Function to
<b>ctrl</b> + <b>1</b>	Switch to the Mail view
<b>ctrl</b> + <b>2</b>	Switch to the Calendar view
<b>ctrl</b> + <b>3</b>	Switch to the Contacts view
<b>ctrl</b> + <b>4</b>	Switch to the Tasks view
<b>ctrl</b> + <b>5</b>	Switch to Notes view
<b>ctrl</b> + <b>6</b>	Switch to Folders view
<b>ctrl</b> + <b>7</b>	Switch to Shortcuts view
<b>ctrl</b> + <b>8</b>	Open Journal
<b>alt</b> + <b>shift</b> + <b>B</b>	Open the Address Book
<b>alt</b> + <b>shift</b> + <b>I</b>	Switch to Inbox
<b>alt</b> + <b>shift</b> + <b>O</b>	Switch to Outbox

## Create Items

Key	Function to
<b>ctrl</b> + <b>shift</b> + <b>A</b>	Create Appointment
<b>ctrl</b> + <b>shift</b> + <b>C</b>	Create Contact
<b>ctrl</b> + <b>shift</b> + <b>L</b>	Create Contact Group
<b>ctrl</b> + <b>shift</b> + <b>E</b>	Create Folder
<b>ctrl</b> + <b>shift</b> + <b>M</b>	Create Email
<b>ctrl</b> + <b>shift</b> + <b>N</b>	Create Note
<b>ctrl</b> + <b>shift</b> + <b>K</b>	Create Task
<b>ctrl</b> + <b>shift</b> + <b>P</b>	Create Search Folder
<b>ctrl</b> + <b>shift</b> + <b>Q</b>	Create Meeting request

## Emails

Key	Function to
<b>ctrl</b> + <b>M</b>	Check for Email
<b>ctrl</b> + <b>R</b>	Reply
<b>ctrl</b> + <b>D</b>	Delete Email
<b>ctrl</b> + <b>F</b>	Forward
<b>ctrl</b> + <b>Q</b>	Mark as Read
<b>ctrl</b> + <b>U</b>	Mark as Unread
<b>ctrl</b> + <b>K</b>	Check Names
<b>ctrl</b> + <b>S</b>	Save as Draft
<b>alt</b> + <b>S</b>	Send

Key	Function to
<b>ctrl</b> + <b>shift</b> + <b>M</b>	New Email
<b>ctrl</b> + <b>shift</b> + <b>R</b>	Reply All
<b>ctrl</b> + <b>alt</b> + <b>R</b>	Reply with Meeting Request
<b>ctrl</b> + <b>alt</b> + <b>J</b>	Mark Email not Junk
<b>alt</b> + <b>A</b>	Attach a File
<b>ctrl</b> + <b>K</b>	Insert Hyperlink



## Format & Edit Text

Key	Function to	Key	Function to
<b>alt</b> + <b>O</b>	Display Format Text tab on the ribbon	<b>ctrl</b> + <b>alt</b> + <b>1</b>	Apply Heading 1 Style
<b>ctrl</b> + <b>shift</b> + <b>P</b>	Display the Font Dialog box	<b>ctrl</b> + <b>alt</b> + <b>2</b>	Apply Heading 2 Style
<b>ctrl</b> + <b>F3</b>	Switch case of first letter in selected word/line	<b>ctrl</b> + <b>alt</b> + <b>3</b>	Apply Heading 3 Style
<b>ctrl</b> + <b>shift</b> + <b>K</b>	Toggle the case of the selected text	<b>ctrl</b> + <b>alt</b> + <b>4</b>	Apply Heading 4 Style
<b>ctrl</b> + <b>A</b>	Select all Text/Items	<b>ctrl</b> + <b>alt</b> + <b>5</b>	Apply Heading 5 Style
<b>ctrl</b> + <b>B</b>	Make selected Text bold	<b>ctrl</b> + <b>alt</b> + <b>6</b>	Apply Heading 6 Style
<b>ctrl</b> + <b>I</b>	Italicize selected Text	<b>ctrl</b> + <b>shift</b> + <b>&gt;</b>	Increase font size of selected Text
<b>ctrl</b> + <b>U</b>	Underline selected Text	<b>ctrl</b> + <b>shift</b> + <b>&lt;</b>	Decrease font size of selected Text
<b>ctrl</b> + <b>alt</b> + <b>H</b>	Highlight selected Text	<b>ctrl</b> + <b>L</b>	Align Paragraph to the left
<b>ctrl</b> + <b>shift</b> + <b>N</b>	Clear all formatting of selected Text	<b>ctrl</b> + <b>R</b>	Align Paragraph to the right
<b>ctrl</b> + <b>backspace</b>	Delete one Word to the left	<b>ctrl</b> + <b>J</b>	Justify Text
<b>ctrl</b> + <b>del</b>	Delete one Word to the right	<b>ctrl</b> + <b>[</b>	Increase Font size by 1
<b>ctrl</b> + <b>shift</b> + <b>C</b>	Copy selected Formatting	<b>ctrl</b> + <b>]</b>	Decrease Font size by 1
<b>ctrl</b> + <b>shift</b> + <b>V</b>	Paste selected Formatting	<b>ctrl</b> + <b>alt</b> + <b>C</b>	Insert copyright symbol ©
<b>shift</b> + <b>enter</b>	Line break without starting new paragraph	<b>ctrl</b> + <b>alt</b> + <b>R</b>	Insert Registered Trademark symbol ®
		<b>ctrl</b> + <b>alt</b> + <b>T</b>	Insert Trademark symbol ™

## Calendar

Key	Function to
<b>ctrl</b> + <b>shift</b> + <b>A</b>	Create Appointment
<b>ctrl</b> + <b>T</b>	Go to Today
<b>ctrl</b> + <b>G</b>	Go to Date
<b>ctrl</b> + <b>,</b>	Go to Previous Appointment
<b>ctrl</b> + <b>.</b>	Go to Next Appointment
<b>ctrl</b> + <b>alt</b> + <b>1</b>	Day view
<b>ctrl</b> + <b>alt</b> + <b>2</b>	Work Week view
<b>ctrl</b> + <b>alt</b> + <b>3</b>	Week view
<b>ctrl</b> + <b>alt</b> + <b>4</b>	Month view
<b>alt</b> + <b>1</b> to <b>9</b>	Display 1 to 9 Days
<b>ctrl</b> + <b>shift</b> + <b>Q</b>	Create Meeting request

## Contacts

Key	Function to
<b>ctrl</b> + <b>shift</b> + <b>C</b>	Create Contact
<b>ctrl</b> + <b>shift</b> + <b>L</b>	Create Contact group
<b>ctrl</b> + <b>shift</b> + <b>B</b>	Open Address book

## Reminders

Key	Function to
<b>alt</b> + <b>O</b>	Open Meeting
<b>alt</b> + <b>S</b>	Open Snooze Reminder
<b>alt</b> + <b>D</b>	Dismiss Reminder