

Outlook 2016 cheat sheet: Ribbon quick reference

Find the most popular commands on the Ribbon in Microsoft Outlook 2016 for Windows.

by Preston Gralla and Valerie Potter | Autumn 2018

Outlook 2016's Ribbon interface is simple to use, but it can be tough to figure out where each command is located. And Outlook's Ribbon is more complicated than the Ribbon in other Office apps like Word and Excel. While the Outlook 2016 Ribbon always includes the same tabs (File, Home, Send / Receive, Folder, and View), each tab may show different commands depending on whether you're in Mail, Calendar, Contacts, or Tasks. For instance, the Home tab in Mail has somewhat different commands from the Home tab in Calendar, whereas the Send / Receive tab is pretty similar no matter what section of Outlook you're in.

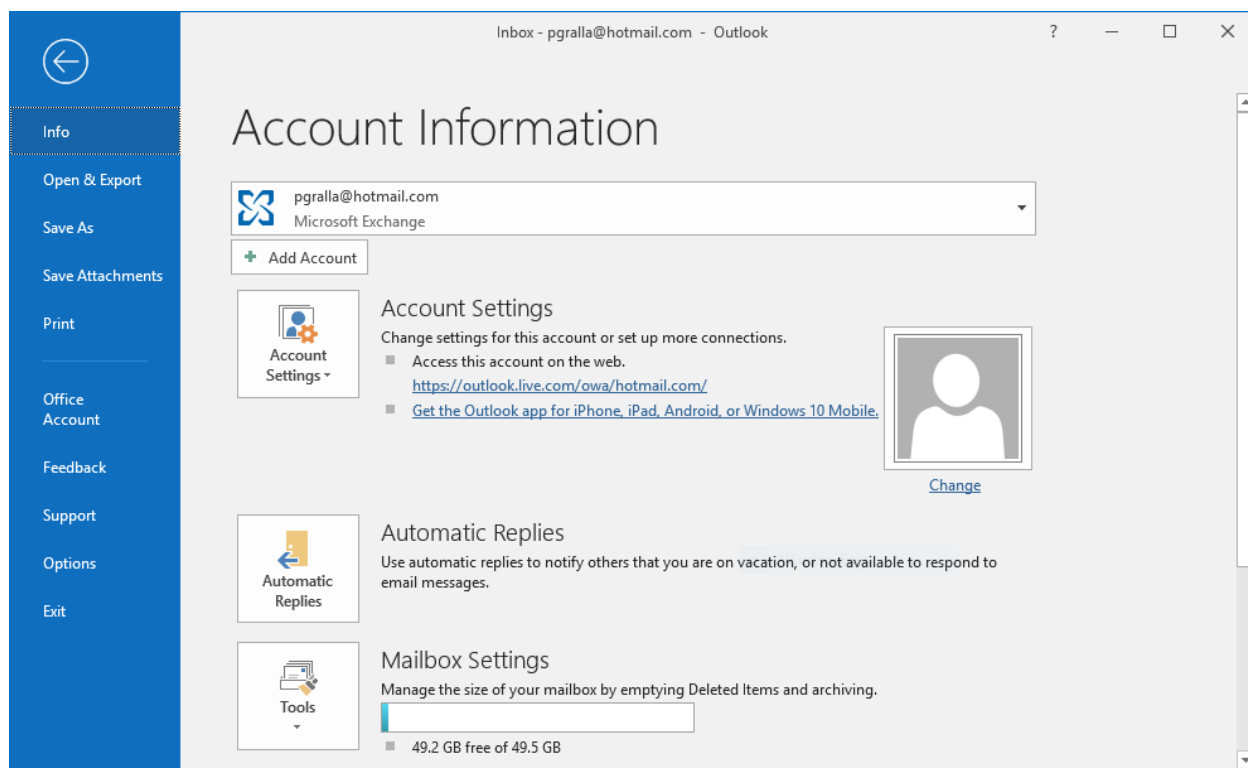
This guide can help. The charts below show each Ribbon tab with its most commonly used commands so you'll know where to find what; we've also included keyboard shortcuts.

This download accompanies our story [“Outlook 2016 cheat sheet.”](#) See that article for detailed information on the key features of Outlook 2016 for Windows.

File tab

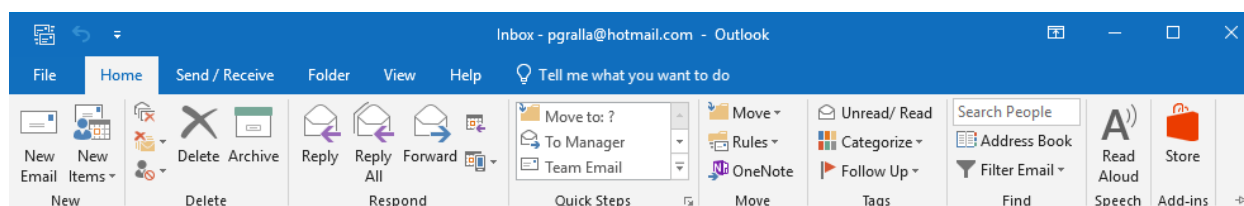
The File tab behaves differently from the other Ribbon tabs. Rather than seeing a set of commands on the Ribbon above your main work area, when you click the File tab, you're taken to an area that Microsoft calls "Backstage" (shown on the next page) that controls how Outlook behaves overall. There you'll find common tasks such as managing your Outlook and Office accounts, creating automated replies, and more.

The File tab/Backstage area is the same whether you access it from Mail, Calendar, Contacts or Tasks.



Useful File tab/Backstage commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Go to the File tab	File tab	Alt-F
Add an Outlook account	File tab > Info > Add Account button	Alt-F, I, D
Manage your Outlook account	File tab > Info > Account Settings button	Alt-F, I, S
Create automated replies	File tab > Info > Automatic Replies button	Alt-F, I, O
Manage the size of your mailbox	File tab > Info > Tools button	Alt-F, I, T
Open a calendar file, mail file, a folder shared by another user, or import/export files and settings	File tab > Open & Export	Alt-F, O
Save a mail message in a variety of formats	File tab > Save As	Alt-F, A
Save attachments	File tab > Save Attachments	Alt-F, M
Print	File tab > Print	Alt-F, P
Manage your Office, Windows, and OneDrive accounts	File tab > Office Account	Alt-F, D
Customize Outlook	File tab > Options	Alt-F, T
Exit Outlook	File tab > Exit	Alt-F, X

Home tab



The Home tab contains the most frequently used Outlook features. The Home tab that appears when you're in Mail (shown above) has buttons for creating new messages, replying to messages, creating rules for filtering mail, searching, and more. In Calendar, the Home tab includes commands for creating a new appointment or meeting invite, changing the calendar view, adding or sharing a calendar, and so on.

In Contacts there are buttons for creating a new contact or group, creating a new meeting request with a contact, sharing contacts, and more. And in Tasks, the Home tab has buttons for creating a new task, managing tasks, flagging items for follow-up, and so on.

It's the tab that you'll likely use the most, and it's also the tab that changes the most depending on what component of Outlook you're in.

Mail: Useful Home tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Create a new email	Home tab > New group > New Email	Ctrl-N
Create a new appointment, meeting, group, contact, or task	Home tab > New group > New Items	Alt-H, I
Ignore conversation	Home tab > Delete group > Ignore	Ctrl-Delete
Clean up messages in a conversation	Home tab > Delete group > Clean Up	Alt-H, C
Mark as junk	Home tab > Delete group > Junk	Alt-H, J
Delete message	Home tab > Delete group > Delete	Ctrl-D or Alt-H, D
Move message to Archive folder	Home tab > Delete group > Archive	Backspace or Alt-H, O1
Reply	Home tab > Respond group > Reply	Ctrl-R
Reply to All	Home tab > Respond group > Reply All	Ctrl-Shift-R
Forward	Home tab > Respond group > Forward	Ctrl-F
Create meeting request from selected message	Home tab > Respond group > Meeting	Alt-H, MR
Move message to another folder	Home tab > Move group > Move	Alt-H, MV
Create rules to manage mail handling	Home tab > Move group > Rules	Alt-H, RR

Mail: Useful Home tab commands (continued)		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Send message to OneNote	Home tab > Move group > OneNote	Alt-H, ON
Mark an item as unread or read	Home tab > Tags group > Unread/Read	<i>Unread:</i> Ctrl-U <i>Read:</i> Ctrl-Q
Categorize an item	Home tab > Tags group > Categorize	Alt-H, G
Flag an item for follow-up	Home tab > Tags group > Follow Up	Alt-H, U
Search for a contact	Home tab > Find group > Address Book	Ctrl-Shift-B
Filter mail	Home tab > Find group > Filter Email	Alt-H, L
Read text aloud	Home tab > Speech group > Read Aloud	Alt-H, R1

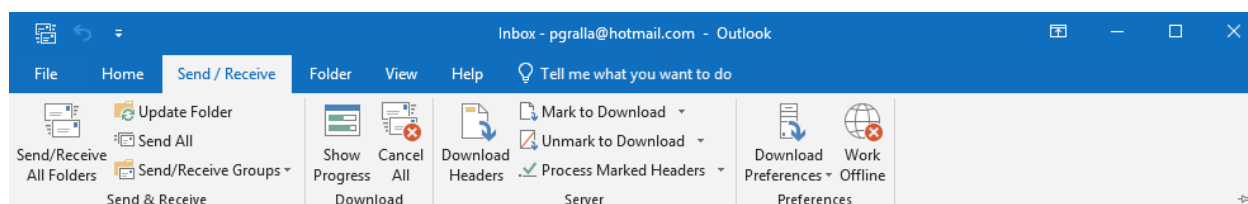
Calendar: Useful Home tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Create a new appointment	Home tab > New group > New Appointment	Ctrl-N
Create a new meeting request	Home tab > New group > New Meeting	Alt-H, MR
Create a new email, group, contact, or task	Home tab > New group > New Items	Alt-H, I
Go to today	Home tab > Go To group > Today	Alt-H, OD
Switch to Day view	Home tab > Arrange group > Day	Alt-H, R
Switch to Work Week view	Home tab > Arrange group > Work Week	Alt-H, K
Switch to Month view	Home tab > Arrange group > Month	Alt-H, T
Switch to Schedule view	Home tab > Arrange group > Schedule view	Alt-H, SV
Add a calendar	Home tab > Manage Calendars group > Add Calendar	Alt-H, OC
Share a calendar	Home tab > Manage Calendars group > Share Calendar	Alt-H, SC
Search contacts	Home tab > Find group > Search People box	Alt-H, FC
Open Address Book	Home tab > Find group > Address Book	Alt-H, AB

Contacts: Useful Home tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Create a new contact	Home tab > New group > New Contact	Ctrl-N
Create a new contact group	Home tab > New group > New Contact Group	Alt-H, CG
Create a new email, appointment, meeting, group, or task	Home tab > New group > New Items	Alt-H, I
Delete selected contact(s)	Home tab > Delete group > Delete	Ctrl-D

Contacts: Useful Home tab commands (continued)		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Create a meeting request with selected contact(s)	Home tab > Communicate group > Meeting	Alt-H, TI
Create a task request for selected contact(s)	Home tab > Communicate group > More > Assign Task	Alt-H, JT
Switch to a different view	Home tab > Current View group > People, Business Card, Card, Phone, or List	n/a
Forward contact information to another person	Home tab > Share group > Forward Contact	Alt-H, FW
Share your contacts	Home tab > Share group > Share Contacts	Alt-H, SC
Open another person's shared contacts folder	Home tab > Share group > Open Shared Contacts	Alt-H, OS
Mark a contact as private	Home tab > Tags group > Private	Alt-H, V
Search contacts	Home tab > Find group > Search People box	Alt-H, FC
Open Address Book	Home tab > Find group > Address Book	Alt-H, AB

Tasks: Useful Home tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Create a new task	Home tab > New group > New Task	Ctrl-N
Create a new email, appointment, meeting, group, or contact	Home tab > New group > New Items	Alt-H, I
Create a new task request	Home tab > New group > New Items > Task Request	Alt-H, IQ
Delete selected task(s)	Home tab > Delete group > Delete	Ctrl-D
Mark selected task(s) complete	Home tab > Manage Task group > Mark Complete	Alt-H, C1
Remove selected task(s) from the list	Home tab > Manage Task group > Remove from List	Alt-H, RL
Mark a task for follow-up	Home tab > Follow Up group > Today, Tomorrow, This Week, Next Week, No Date, or Custom	<i>Use Alt-H to see shortcuts</i>
Move or copy selected tasks to the Inbox, Archive folder, or another folder	Home tab > Actions group > Move > <i>make selection</i>	Alt-H, MV
Mark a task as private	Home tab > Tags group > Lock icon	Alt-H, V
Mark a task as high/low priority	Home tab > Tags group > Up arrow or down arrow	<i>High: Alt-H, H Low: Alt-H, L</i>

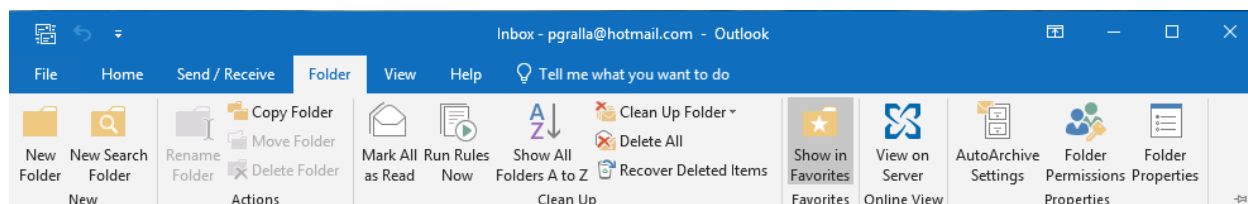
Send / Receive tab



The Send / Receive tab is where you'll go to send and receive email messages, calendar appointments, and tasks; download mail headers and more. It's similar across all the major Outlook components, with the Send / Receive tab in Calendar, Contacts, and Tasks offering a subset of the commands available on the Send / Receive tab in Mail.

Useful Send / Receive tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Send/receive items in all folders	Send / Receive tab > Send & Receive group > Send/Receive All Folders	F9
Send/receive items in the current folder	Send / Receive tab > Send & Receive group > Update folder	Shift-F9
Send all unsent mail	Send / Receive tab > Send & Receive group > Send All	Alt-S, A
Send/receive items in a specific send/receive group	Send / Receive tab > Send & Receive group > Send/Receive Groups	Alt-S, G
Show the status of sending and receiving mail	Send / Receive tab > Download group > Show Progress	Alt-S, P
Cancel all pending send and receive requests	Send / Receive tab > Download group > Cancel All	Alt-S, C
Work offline	Send / Receive tab > Preferences group > Work Offline	Alt-S, W

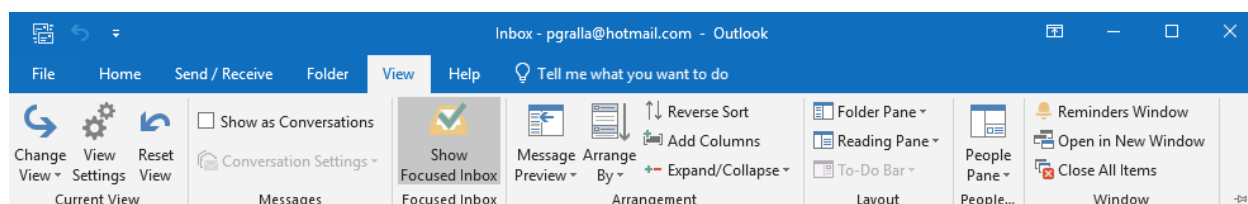
Folder tab



Here's the place to go for creating, deleting, copying and managing folders. As with the Send / Receive tab, the Folder tab is similar across all the Outlook components, with Mail offering more commands and the other components offering fewer.

Useful Folder tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Create a new folder	Folder tab > New group > New Folder	Ctrl-Shift-E
Create a new search folder	Folder tab > New group > New Search Folder	Ctrl-Shift-P
Rename a folder	Folder tab > Actions group > Rename Folder	Alt-O, RN
Copy a folder	Folder tab > Actions group > Copy Folder	Alt-O, CF
Move a folder	Folder tab > Actions group > Move Folder	Alt-O, MF
Delete a folder	Folder tab > Actions group > Delete Folder	Alt-O, DF
Add shared calendars from others or create a new calendar (in Calendar)	Folder tab > Share group > Add Calendar	Alt-O, OC
Share a calendar	Folder tab > Share group > Share Calendar	Alt-O, SC
Share contacts (in Contacts)	Folder tab > Share group > Share Contacts	Alt-O, SC
Share a task folder (in Tasks)	Folder tab > Share group > Share Tasks	Alt-O, ST
Open another person's shared contacts or task folder (in Contacts or Tasks)	Folder tab > Share group > Open Shared Contacts or Open Shared Tasks	Alt-O, OS
Mark all messages in a folder as read (in Mail)	Folder tab > Clean Up group > Mark All as Read	Alt-O, MA
Run rules on a folder (in Mail)	Folder tab > Clean Up group > Run Rules Now	Alt-O, RR
Show folders in alphabetical order (in Mail)	Folder tab > Clean Up group > Show All Folders A to Z	Alt-O, H
Remove redundant messages from a folder (in Mail)	Folder tab > Clean Up group > Clean Up Folder	Alt-O, CU
Delete all items in a folder (in Mail)	Folder tab > Clean Up group > Delete All	Alt-O, DA
Recover items deleted from a folder (in Mail)	Folder tab > Clean Up group > Recover Deleted Items	Alt-O, RD
Show a folder in Favorites at the top of the folder pane (in Mail)	Folder tab > Favorites group > Add to Favorites	Alt-O, FA
View messages in a folder on a Microsoft Exchange server (in Mail)	Folder tab > Online View group > View on Server	Alt-O, V
Set auto-archive settings for a folder (in Mail)	Folder tab > Properties group > AutoArchive Settings	Alt-O, A
Set folder permissions	Folder tab > Properties group > Folder Permissions	Alt-O, FP
Set folder properties	Folder tab > Properties group > Folder Properties	Alt-O, P

View tab

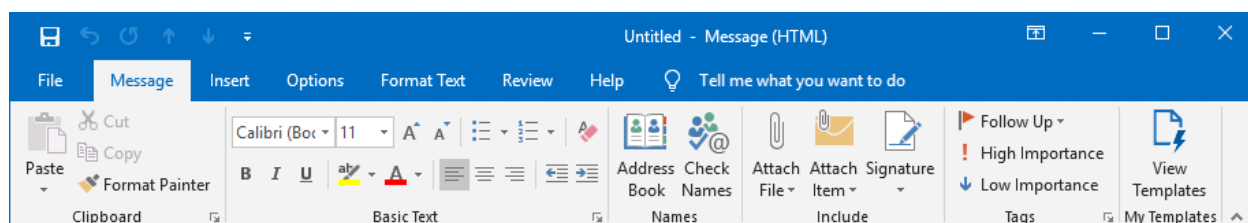


Here's where you'll go to change and customize views when using Outlook. Once again, the View tab is similar across the main Outlook views, with minor differences depending on what Outlook component you're using.

Useful View tab commands		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Change views	View tab > Current View group > Change View	Alt-V, CV
Customize the current view	View tab > Current View group > View Settings	Alt-V, V
Reset view settings to their default for a folder	View tab > Current View group > Reset View	Alt, V, X
Show messages arranged as conversations (in Mail)	View tab > Messages group > Show as Conversations	Alt-V, GC
Change conversation settings (in Mail)	View tab > Messages group > Conversation Settings	Alt-V, CS
Turn Focused Inbox on/off (in Mail, if your version of Outlook supports it)	View tab > Focused Inbox group > Show Focused Inbox	Alt-V, W
Show message previews in message list (in Mail)	View tab > Arrangement group > Message Preview	Alt-V, PL
Sort and group items by a specific field in a folder (in Mail)	View tab > Arrangement group > Arrange by	Alt-V, AB
Reverse the sort order of the current view (in Mail)	View tab > Arrangement group > Reverse Sort	Alt-V, RS
Choose which fields to show in a view (in Mail)	View tab > Arrangement group > Add Columns	Alt-V, AC
Expand or collapse groups in a list (in Mail)	View tab > Arrangement group > Expand/Collapse	Alt-V, E
Change the calendar's time scale or time zone (in Calendar)	View tab > Arrangement group > Time Scale	Alt-V, SC
View a calendar on top of the current calendar (in Calendar)	View tab > Arrangement group > Overlay	Alt-V, OL

Useful View tab commands (continued)		
Action	Outlook 2016 Ribbon location	Keyboard shortcut
Show only working hours (in Calendar)	View tab > Arrangement group > Working Hours	Alt-V, WH
Show, hide, minimize or change the arrangement of the Daily Task List (in Calendar)	View tab > Layout group > Daily Task List	Alt-V, D
Show, hide or minimize the Folder Pane and show or hide Favorites	View tab > Layout group > Folder Pane	Alt-V, F
Show, hide or change the layout of the Reading Pane	View tab > Layout group > Reading Pane	Alt-V, PN
Show, hide, or minimize the To-Do Bar and choose what it shows	View tab > Layout group > To-Do Bar	Alt-V, B
Show, hide, or minimize the People Pane and configure social network accounts	View tab > Layout group > People Pane	Alt-V, PP
Show the reminders window	View tab > Window group > Reminders Window	Alt-V, M
Open a folder in a new window	View tab > Window group > Open in New Window	Alt-V, ON
Close all extra windows	View tab > Window group > Close All Items	Alt-V, CA

Using the Ribbon within open item windows



In addition to the main Ribbon, there's another place in Outlook where you'll find a Ribbon: inside the window when you open or create an email message, appointment, meeting, contact or task. Like Outlook's main Ribbon, the Ribbon within item windows contains several tabs. Each tab contains commands that let you take action on the item that's open. For instance, if you click the File tab, you see a screen that's similar to the main Backstage area, but it's mainly for managing the item that's open rather than Outlook in general.

The second tab in any item window changes depending on what the item is. It's called Message if you have a message window open, Appointment if you're in an appointment window, Meeting if you're in a meeting window, Contact if you have a contact open, and Task if you have a task

open. This tab is roughly equivalent to the Home tab in the main Outlook Ribbon: it's visible by default and shows the most frequently used commands for the item you're working with.

For example, the Message tab that appears in a message window when you're composing a message (shown above) lets you do basic text formatting, look someone up in the address book, attach items, insert a signature, and so on. That same tab is a little different when you're reading a received message: it lets you reply to the email, forward it, mark it as Junk, mark it as unread, categorize it, flag it for follow-up, create a new rule based on it, and more.

The Appointment tab in an open appointment lets you set a reminder for the appointment, invite other attendees and check their schedules, mark the appointment private, save and close the meeting, and more. The Meeting tab in an open meeting is similar to the Appointment tab, with a few extras like the ability to set response options and find a room to meet in.

The Contact tab in an open contact lets you forward the contact, show details, send the person an email or request a meeting with them, categorize or flag the contact for follow-up, save and close the contact, and more. And the Task tab in an open task lets you forward the task, see details, mark the task complete, assign it to someone, make it a recurring task, categorize or flag it for follow-up, save and close the task, and so on.

Other tabs in the in-window Ribbon include Insert, for inserting items like tables, pictures and charts; Format Text, for, well, formatting text; and Review, for checking spelling and grammar, checking word count, and so on. The Ribbon that appears when you're composing an email message also has an Options tab for choosing a theme, showing the Bcc field, setting permissions, requesting read receipts, and more.

Following are some of the most commonly used commands from the version of the Ribbon that appears in open item windows.

Useful Message tab commands in open email windows		
Action	Item window Ribbon location	Keyboard shortcut
Ignore conversation (in a received email)	Message tab > Delete group > Ignore	Ctrl-Delete
Mark as junk (in a received email)	Message tab > Delete group > Junk	Alt-H, J
Delete message (in a received email)	Message tab > Delete group > Delete	Ctrl-D or Alt-H, D
Move message to Archive folder (in a received email)	Message tab > Delete group > Archive	Alt-H, O1
Cut, copy, or paste (when composing an email)	Message tab > Clipboard group > <i>make selection</i>	<i>Use Alt-H to see shortcuts</i>
Do basic text formatting (when composing an email)	Message tab > Basic Text group > <i>make selection</i>	<i>Use Alt-H to see shortcuts</i>
Reply (in a received email)	Message tab > Respond group > Reply	Ctrl-R

Useful Message tab commands in open email windows (continued)		
Action	Item window Ribbon location	Keyboard shortcut
Reply to All (in a received email)	Message tab > Respond group > Reply All	Ctrl-Shift-R
Forward (in a received email)	Message tab > Respond group > Forward	Ctrl-F
Create meeting request from this message (in a received email)	Message tab > Respond group > Meeting	Alt-H, MR
Take a Quick Step action on this message (in a received email)	Message tab > Quick Steps group > choose an option	Alt-H, QS
Move message to another folder (in a received email)	Message tab > Move group > Move	Alt-H, MV
Create a mail handling rule based on this message (in a received email)	Message tab > Move group > Rules	Alt-H, RR
Attach a file (when composing an email)	Message tab > Include group > Attach File	Alt-H, AF
Add a signature (when composing an email)	Message tab > Include group > Signature	Alt-H, AS
Mark as unread or read (in a received email)	Message tab > Tags group > Mark Unread	Ctrl-U
Categorize message (in a received email)	Message tab > Tags group > Categorize	Alt-H, G
Flag message for follow-up	Message tab > Tags group > Follow Up	Alt-H, U
Mark message as high importance	Message tab > Tags group > High importance	Alt-H, H
Mark message as low importance	Message tab > Tags group > Low importance	Alt-H, L
Find messages from the same sender or in the same conversation (in a received email)	Message tab > Editing group > Find Related Items (envelopes icon)	Alt-H, FR
Have the computer read the message aloud (in a received email)	Message tab > Speech group > Read Aloud	Alt-H, R1
Dictate an email (when composing an email)	Message tab > Voice > Dictate	Alt-H, D

Useful Appointment/Meeting tab commands in open appointment/meeting windows		
Action	Item window Ribbon location	Keyboard shortcut
Save and close an appointment	Appointment tab > Actions group > Save & Close	Alt-H, AV
Delete an appointment/meeting	Appointment/Meeting tab > Actions group > Delete	Alt-H, D1
Open calendar to appointment/meeting date	Appointment/Meeting tab > Actions group > Calendar	Alt-H, FC
Forward appointment/meeting	Appointment/Meeting tab > Actions group, Forward	Alt-H, FW
View and enter appointment/meeting details	Appointment/Meeting tab > Show group > Appointment	Alt-H, PP
View the Scheduling Assistant	Appointment/Meeting tab > Show group > Scheduling Assistant	Alt-H, U
Invite others to appointment /turn it into a meeting	Appointment tab > Attendees group > Invite Attendees	Alt-H, I
Cancel meeting invitation (when creating a meeting)	Meeting tab > Attendees group > Cancel Invitation	Alt-H, C
Open the address book (when creating a meeting)	Meeting tab > Attendees group > Address Book	Alt-H, AB
Set meeting response options (when creating a meeting)	Meeting tab > Attendees group > Response Options	Alt-H, AR
Accept (in a received meeting invitation)	Meeting tab > Respond group > Accept	Alt-H, C
Tentatively accept (in a received meeting invitation)	Meeting tab > Respond group > Tentative	Alt-H, J
Decline (in a received meeting invitation)	Meeting tab > Respond group > Decline	Alt-H, N
Propose a new time (in a received meeting invitation)	Meeting tab > Respond group > Propose New Time	Alt-H, PT
Send email to meeting organizer or attendees (in a received invitation)	Meeting tab > Respond group > Respond	Alt-H, RM
Set reminder for appointment/meeting	Appointment/Meeting tab > Options > Reminder drop-down	Alt-H, RE
Make it a recurring appointment/meeting	Appointment/Meeting tab > Options tab > Recurrence	Alt-H, E
Categorize appointment/meeting	Appointment/Meeting tab > Tags group > Categorize	Alt-H, G
Mark appointment/meeting as private	Appointment/Meeting tab > Tags group > Private (lock icon)	Alt-H, V

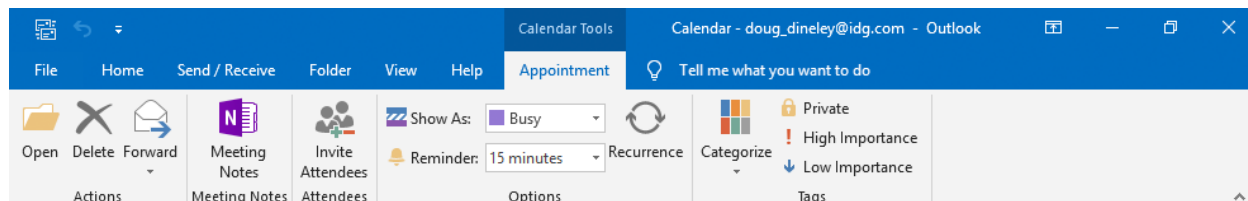
Useful Contact tab commands in open contact windows		
Action	Item window Ribbon location	Keyboard shortcut
Save and close contact	Contact tab > Actions group > Save & Close	Alt-H, AV
Delete contact	Contact tab > Actions group > Delete	Alt-H, D
Save and close current contact and create a new one	Contact tab > Actions group > Save & New	Alt-H, AW
Forward contact	Contact tab > Actions group > Forward	Alt-H, FW
See general view of contact	Contact tab > Show group > General	Alt-H, C
See details of contact	Contact tab > Show group > Details	Alt-H, TA
Send email to contact	Contact tab > Communicate group > Email	Alt-H, E
Request meeting with contact	Contact tab > Communicate group > Meeting	Alt-H, TI
Open the address book	Contact tab > Names group > Address Book	Alt-H, AB
Edit Business Card view for contact	Contact tab > Options group > Business Card	Alt-H, B
Add a picture for contact	Contact tab > Options group > Picture	Alt-H, P
Categorize contact	Contact tab > Tags group > Categorize	Alt-H, G
Mark contact as private	Contact tab > Tags group > Private	Alt-H, V

Useful Task tab commands in open task windows		
Action	Item window Ribbon location	Keyboard shortcut
Save and close task	Task tab > Actions group > Save & Close	Alt-H, AV
Delete task	Task tab > Actions group > Delete	Alt-H, D
Forward task	Task tab > Actions group > Forward	Alt-H, FW
See main view of task	Task tab > Show group > Task	Alt-H, T
See details of task	Task tab > Show group > Details	Alt-H, AI
Mark task complete	Task tab > Manage Task group > Mark Complete	Alt-H, C
Assign task to another person	Task tab > Manage Task group > Assign Task	Alt-H, B
Create an email message with a status report for task	Task tab > Manage Task group > Send Status Report	Alt-H, O1
Make it a recurring task	Task tab > Recurrence group > Recurrence	Alt-H, E
Categorize task	Task tab > Tags group > Categorize	Alt-H, G
Flag task for follow-up	Task tab > Tags group > Follow Up	
Mark task as private	Task tab > Tags group > Private	Alt-H, V
Mark item as high importance	Task tab > Tags group > High importance	Alt-H, H
Mark item as low importance	Task tab > Tags group > Low importance	Alt-H, L

Useful File, Insert, Format Text, and Review tab commands (in any open item window)		
Action	Item window Ribbon location	Keyboard shortcut
Move item to a different folder	File tab > Info > Move to Folder	Alt-F, IM
Set item properties	File tab > Info > Properties	Alt-F, IV
Attach a file	Insert tab > Include group > Attach File	Alt-N, AF
Attach an electronic business card	Insert tab > Include group > Business Card	Alt-N, AA
Add a signature	Insert tab > Include group > Signature	Alt-N, AS
Insert a table	Insert tab > Tables group > Table	Alt-N, T
Insert a picture	Insert tab > Illustrations group > Pictures	Alt-N, P
Insert an online picture	Insert tab > Illustrations group > Online Pictures	Alt-N, OP
Insert a chart	Insert tab > Illustrations group > Chart	Alt-N, C
Take a screenshot and insert it	Insert tab > Illustrations group > Screenshot	Alt-N, SC
Cut, copy, or paste	Format Text tab > Clipboard group > <i>make selection</i>	<i>Use Alt-O to see shortcuts</i>
Format the content as HTML, plain text or rich text	Format Text tab > Format group > <i>make selection</i>	<i>Use Alt-O to see shortcuts</i>
Change the font style, size or color	Format Text tab > Font group > <i>make selection</i>	<i>Use Alt-O to see shortcuts</i>
Change the paragraph style, spacing or orientation	Format Text tab > Paragraph group > <i>make selection</i>	<i>Use Alt-O to see shortcuts</i>
Arrange selection in alpha or numerical order	Format Text tab > Paragraph group > Sort	Alt-O, SO
Choose a pre-set text style	Format Text tab > Styles group > Style	Alt-O, L
Find or replace text	Format Text tab > Find or Replace	<i>Find:</i> Alt-O, FD <i>Replace:</i> Alt-O, R
Check spelling and grammar	Review tab > Proofing group > Spelling & Grammar	Alt-V, S
Open the thesaurus	Review tab > Proofing group > Thesarus	Alt-V, E
Get a word count	Review tab > Proofing group > Word Count	Alt-V, W
Have the computer read text aloud	Review tab > Speech group > Read Aloud	Alt-V, R1
Search on or define selected word or phrase	Review tab > Insights group > Smart Lookup	Alt-V, RS
Translate content into different language	Review tab > Language group > Translate	Alt-V, L

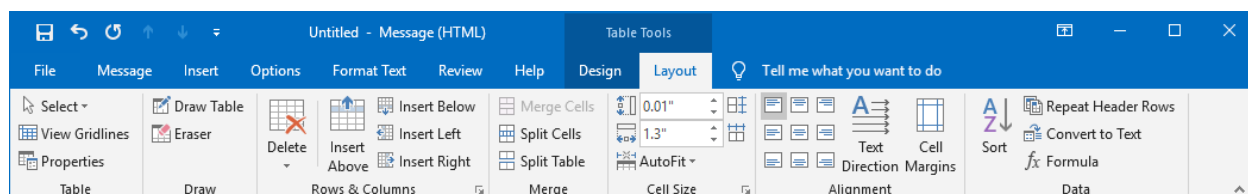
Contextual tabs

There's one final curveball to handle: Outlook's Ribbons have tabs that normally aren't visible but appear only in certain contexts. For example, if you're in Calendar and you select an appointment (without actually opening it), a tab appears at the right end of the main Outlook Ribbon that's labelled Calendar Tools/Appointment. This tab shows the same commands as the Appointment tab in a meeting window.



If you actually open the appointment, the contextual tab on the main Ribbon disappears, and the Appointment tab appears in the Ribbon within the appointment window. The same thing happens with meetings: If you select an appointment in Calendar, the Calendar Tools/Meeting contextual tab appears in the main Ribbon, and if you open that meeting, the contextual tab goes away in the main Ribbon and the Meeting tab appears on the meeting window's Ribbon.

Contextual tabs may also appear in the Ribbon within an item window. For example, if you insert a table into a message, meeting, contact or chart and position your cursor in it, two contextual menus appear: Table Tools/Design and Table Tools/Layout. The Design tab lets you control the table's style, including borders and shading, while the Layout tab lets you specify the number of rows and columns, merge and split cells, sort the table's data and more.



Similarly, when you insert a chart into a message, meeting, contact or chart and position your cursor in it, you see the Chart Tools/Design and Chart Tools/Format tabs. The Design tab lets you set what the chart looks like and what data appears in it, and the Format tab lets you control how it integrates with the page and do things like change the styles of the shapes and lines in the chart.

Here are some useful commands from the contextual tabs that appear in open item windows. Note that the keyboard shortcuts work only in the appropriate context — for instance, if you want to go to one of the Table Tools or Chart Tools contextual tabs, your cursor must be on a table or chart.

Useful contextual tab commands in open item windows		
Action	Item window Ribbon location	Keyboard shortcut
Go to the Table Tools/ Design tab	Table Tools/Design	Alt-JT
Go to the Table Tools/ Layout tab	Table Tools/Layout	Alt-JL
Insert a row in the table	Table Tools/Layout tab > Rows & Columns group > Insert Above or Insert Below	<i>Insert above:</i> Alt-JL, A <i>Insert below:</i> Alt-JL, BE
Insert a column in the table	Table Tools/Layout tab > Rows & Columns group > Insert Left or Insert Right	<i>Insert to left:</i> Alt-JL, L <i>Insert to right:</i> Alt-JL, R
Delete cells, columns, rows or the whole table	Table Tools/Layout tab > Rows & Columns group > Delete	<i>Delete cells:</i> Alt-JL, DD <i>Delete columns:</i> Alt-JL, DC <i>Delete rows:</i> Alt-JL, DR <i>Delete table:</i> Alt-JL, DT
Go to the Chart Tools/ Design tab	Chart Tools/Design	Alt-JC
Select a chart style Chart	Tools/Design tab > Chart Styles group	Alt-JC, S
Add or change chart elements such as axis titles, data labels or a legend	Chart Tools/Design tab > Chart Styles group > Add Chart Element	Alt-JC, A
Go to the Chart Tools/ Format tab	Chart Tools/Format	Alt-JA
Arrange the chart on the page	Chart Tools/Format tab > Arrange	Alt-JA, ZA

Preston Gralla is a contributing editor for Computerworld and the author of more than 45 books, including Windows 8 Hacks (O'Reilly, 2012) and How the Internet Works (Que, 2006).

Valerie Potter is managing editor, features at Computerworld.