

Shortcut of Outlook Ms Office

General Help Guide	Copy and Paste	Navigation Between Task in Outlook	Working with Folders in Outlook
F1: Open the help menu	Ctrl + C : Copy the selected text.	Ctrl + , : Navigate to previous email message	Ctrl + Shift + E : Create a new folder
Ctrl + F1: Show or hide the ribbon	Ctrl + X : Cuts the selected text.	Ctrl + . : Navigate to next email message	Ctrl + Shift + Y : Go to a different folder
Alt or F10: On or off-key tips	Ctrl + V : Paste the selected text.	Ctrl + 1 : Switch to Mail	Ctrl + Shift + V : Move email message to folder
General Keyboard Shortcuts for Sending Email in Outlook	Ctrl + Shift + C : Copy format of the selection to Clipboard	Ctrl + 2 : Switch to Calendar	Ctrl + Shift + I : Select Inbox folder
Ctrl + O or Enter: Open the selected email message	Ctrl + Shift + V : Paste format to the selection from Clipboard	Ctrl + 3 : Switch to Contacts	Ctrl + Shift + O : Select Outbox folder
Ctrl + R: Reply to an email message	Letter Format of Size and Letter Casing	Ctrl + 4 : Switch to Tasks	Ctrl + Shift + Y : Open folder picker dialog
Ctrl + Alt + R: Reply with a meeting request	Ctrl +] : Increase font size by one point	Ctrl + 5 : Switch to Notes	Ctrl + Alt + B : Open address book
Ctrl + Shift + R: Reply to all	Ctrl + [: Decrease font size by one point	Ctrl + 6 : Switch to Folder List in the Folder pane	Right Arrow or (+) on Num Pad : Expand selected folder or group
F7: Check spelling in the email message	Ctrl + Shift + < : Decrease font size by one predefined step	Ctrl + 7 : Switch to Shortcuts	Left Arrow or (-) on Num Pad : Collapse selected folder or group
Ctrl + F: Forward email message	Ctrl + Shift + > : Increase font size by one predefined step	Ctrl + Shift + I : Switch to Inbox	Ctrl + + : Expand all groups in view
Ctrl + Alt + F: Forward an email as an attachment	Ctrl + Shift + A : Toggle all selected text to uppercase or lowercase	Ctrl + Shift + B : Open the address book	Ctrl + - : Collapse all groups in view
Ctrl + U: Mark the email message as unread	Font Style Formatting	Ctrl + Y : Go to a folder	Alt + Right Arrow : Next folder selection
Ctrl + Q: Mark the email message as read	Ctrl + B : Apply or remove Bold for selected text	Esc : Close current window or menu	Alt + Left Arrow : Previous folder selection
Ctrl + Shift + G: Flag email message for follow-up	Ctrl + I : Apply or remove Italic for selected text	Spacebar : Page down through text	F5 : Refresh current view
Ctrl + Alt + J: Mark the email message as "not junk"	Ctrl + U : Apply or remove Underline for selected text	Shift + Spacebar : Page up through text	Calendar shortcuts keys for Outlook
Ctrl + K: Check names for your email	Ctrl + K : Insert or remove Hyperlink for selected text	Left or Right Arrow : Collapse or expand a group in email message list	Alt + - : Display the current week in the calendar
Ctrl + S: Save as draft	Ctrl + Shift + S : Apply or remove Strikethrough for selected text	Outlook Search Shortcuts	Alt + = : Display the current month
F12: Save as	Ctrl + = : Apply or remove Superscript for selected text	Alt + Q : Search in Outlook	Alt + [Number] : Change the number of days the calendar is displaying
Ctrl + Shift + M: Create or compose a new email message	Ctrl + Shift + + : Apply or remove Subscript for selected text	Ctrl + Alt + K : Search the current folder	Ctrl + Home : Go to begin of day
Alt + S: Send email message	Ctrl + Alt + H : Apply or remove Highlight for selected text	Ctrl + Alt + Z : Search subfolders of current selected folders	Ctrl + End : Go to end of day
Ctrl + Enter: Send an email message	Alt + T : Change Font	Ctrl + Alt + A : Search all folders in mailbox	Home : Go to begin of working day
Ctrl + A: Select all email message	Ctrl + Shift + P : Display font dialog box	Ctrl + Alt + O : Search all outlook items	End : Go to end of working day
Ctrl + D: Delete selected email message	Ctrl + Spacebar : Remove text formatin	Ctrl+ Shift + F : Open Advanced Search	Right Arrow : Go to the next day
Alt + N > A > S: Create signature in the email message	Text Alignment of Message	F11 : Search in address book to find a contact	Left Arrow : Go to the previous day
Insert: Flag or Mark as Complete for selected email	Ctrl + Shift + L : Insert bulleted list	F4 : Search text in an open item	Alt + Home : Go to beginning of the week
Basic Navigation Working With Outlook	Ctrl + L : Align text to left	Ctrl + F : Find text in email message	Alt + End : Go to end of the week
Down Arrow : Down one line of text or item	Ctrl + R : Align text to right	Create Items in Outlook	Alt + Page Up : Go to previous month
Right Arrow : Right one character of text or item	Ctrl + E : Align text to center	Ctrl + Shift + P : Create a Search folder	Alt + Page Down : Go to next month
Left Arrow : Left one character of text or item	Ctrl + J : Align text to justify	Ctrl + Shift + A : Create a new Appointment on Calendar	Ctrl + < : Go to previous appointment
Ctrl + Up Arrow : Up one paragraph	Ribbon Navigation in Outlook	Ctrl + Shift + Q : Create a Meeting requestAdvertisements	Ctrl + > : Go to next appointment
Ctrl + Down Arrow : Down one paragraph	Alt + H : Open the Home tab	Ctrl + Shift + C : Create a new Contact	Outlook Program Shortcuts
Ctrl + Right Arrow : Right one word	Alt + F : Open the File menu	Ctrl + Shift + L : Create a new Contact group	Ctrl + Click : Start Outlook in Safe Mode
Ctrl + Left Arrow : Left one word	Alt + S : Open the Send/Receive tab	Ctrl + Shift + B : Open Address book	Ctrl + Shift + Click : Start Outlook as an Administrator
Ctrl + Backspace : Delete previous word	Alt + O : Open the Folder tab	Ctrl + Shift + H : Create a new Microsoft Office Document	Shift + Click : Open a new Outlook window while Outlook is already open
Ctrl + Delete : Delete next word	Alt + V : Open the View tab	Ctrl + Shift + M : Create a new Email	Alt + F8 : Play a Macro
Page Up : Up one screen	Ctrl + E : Open the Search tab	Ctrl + Shift + N : Create a new Note (Post-It)	Alt + F11 : Open Visual Basic Editor
Page Down : Down one screen	Alt + Q : Go to the Tell Me search field	Ctrl + Shift + K : Create a new Task	Special Characters (Symbols)
Home : To start of current line		Ctrl + C : Accept a task request	Alt + Ctrl + C : Insert Copyright symbol (©)Advertisements
End : To end of current line		Ctrl + D : Decline a task request	Alt + Ctrl + T : Insert Trademark symbol (™)
Ctrl + Home : To top of document			Alt + Ctrl + R : Insert Registered Trademark symbol (®)
Ctrl + End : To end of document			Alt + Ctrl + E : Insert Euro symbol in outlook (€)

15 Type of Shortcut from Outlook

Happy Learning😊😊