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Outlook Keyboard Shortcuts

General shortcuts

Description	Shortcut Key
Open the Inbox	Ctrl + I
Open the Outbox	Ctrl + O
Send Message	Ctrl + Enter or Alt + S
Reformat an email message from HTML or RTF to plain text	Ctrl + Shift + O
Delete Message from message window	Ctrl + D or Delete button
New Contact Dialog	Ctrl + Shift + C
New Office Document	Ctrl + Shift + H
Read Warning Header	Ctrl + Insert + W
To Save Non-Email Item in Current Folder	Alt + S
Cancel the current operation	Escape Key
Move up current level of tree view	Up Arrow
Move down current level of tree view	Down Arrow
Collapse current branch of tree view	Left Arrow
Expand current branch of tree view	Right Arrow
Launch go to folder dialog	Ctrl + Y
Save unfinished item in Drafts folder	Ctrl + S
Move selected item to Deleted Items folder	Delete Key
Open print dialog box	Ctrl + P
To delete current item	Ctrl + D
Mark message as read or unread	Ctrl + Q or Ctrl + Enter
Select all	Ctrl + A
Copy highlighted items/text to clipboard	Ctrl + C
Cut highlighted items/text to clipboard	Ctrl + X
Paste items/text from clipboard	Ctrl + V
Open application menu (to maximize, minimize etc)	Alt + Spacebar
Create new item (i.e. message)	Ctrl + N

Undo	Ctrl + Z
Move cursor to top of email list	Home
Move cursor to end of email list	End
Move edit cursor to top in new email message window	Ctrl + Home
Move edit cursor to end in new email message window	Ctrl + End
Check Names	Ctrl + K or Alt + K
Move cursor to Menu Bar	Alt + or F10
Launch Advanced Find	Ctrl + Shift + F or F3
Move to next Window pane	F6
Launch spell checker	F7
Move directly to Inbox	Ctrl + Shift + I
Move directly to Outbox	Ctrl + Shift + O
Copy selected item(s) to a folder	Ctrl + Shift + Y
Create new folder dialog	Ctrl + Shift + E
Move selected item to folder	Ctrl + Shift + V
Create a new email message	Ctrl + Shift + M
Create a new appointment item	Ctrl + Shift + A
Create a new contact item	Ctrl + Shift + C
Create a new task item	Ctrl + Shift + K
Create a new note item	Ctrl + Shift + N
Message options (from a new message window)	Alt + P
Open address book	Ctrl + Shift + B
Launch flag for follow up dialog box	Ctrl + Shift + G
Reply to a sender/message	Ctrl + R
Reply to all	Ctrl + Shift + R
Forward message	Ctrl + F
Insert signature	Ctrl + Shift + S
Switch among Edit, Source, and Preview tabs	Ctrl + Tab

In calendar week view

Description	Shortcut Key
Go to today's date	Alt + D
Go to a date	Ctrl + G

Move to next date	Down Arrow
Down Arrow	Up Arrow
Move forward one week	Page Down
Move backwards one week	Page Up
Move to appointments on current date	Tab (hit Enter twice to open item)

Main Jaws keystrokes

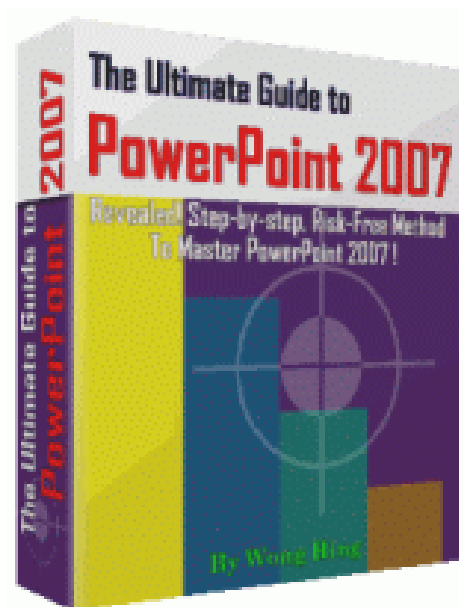
Description	Shortcut Key
Say Line	Insert + Up Arrow
Say All	Insert + Down Arrow
Say Selected Text	Insert + Shift + Down Arrow
Move focus to attachments list	Insert + A
In spellchecker read misspelled word and suggestion	Insert + F7
Read Header Field One	Alt + 1
Read Header Field Two	Alt + 2
Read Header Field Three	Alt + 3
Read Header Field Four	Alt + 4
Read Header Field Five	Alt + 5
Click Cc Button	Alt + Shift + 4
Click To Button	Alt + Shift + 3
Launch Global keystrokes list box	Insert + F8
Close Office Assistant	Ctrl + Insert + F4

Recommended Manuals:



The Ultimate Guide to Excel 2007

www.msoffice-tutorial-training.com/excel-2007-book.html



The Ultimate Guide to PowerPoint 2007

www.msoffice-tutorial-training.com/powerpoint-2007-book.html