

# Microsoft Outlook 2007 Keyboard Shortcuts

## Basic navigation

<b>CTRL+1</b>	Switch to Mail.
<b>CTRL+2</b>	Switch to Calendar.
<b>CTRL+3</b>	Switch to Contacts.
<b>CTRL+4</b>	Switch to Tasks.
<b>CTRL+5</b>	Switch to Notes.
<b>CTRL+6</b>	Switch to Folder List in Navigation Pane.
<b>CTRL+7</b>	Switch to Shortcuts.
<b>CTRL+PERIOD</b>	Switch to next message (with message open).
<b>CTRL+COMMA</b>	Switch to previous message (with message open).
<b>F6 or CTRL+Shift+TAB</b>	Move between the Navigation Pane, the main Outlook window, the Reading Pane, and the To-Do Bar.
<b>TAB</b>	Move between the Outlook window, the smaller panes in the Navigation Pane, the Reading Pane, and the sections in the To-Do Bar.
<b>Arrow keys</b>	Move around within the Navigation Pane.
<b>CTRL+Y</b>	Go to a different folder.
<b>F3 or CTRL+E</b>	Go to the Search box.
<b>ALT+UP ARROW or CTRL+COMMA or ALT+PAGE UP</b>	In the Reading Pane, go to the previous message.
<b>SPACEBAR</b>	In the Reading Pane, page down through text.
<b>Shift+SPACEBAR</b>	In the Reading Pane, page up through text.
<b>Shift+PLUS SIGN or MINUS SIGN, respectively</b>	Expand or collapse a group (with a group selected) in the Navigation Pane.
<b>LEFT ARROW or RIGHT ARROW, respectively</b>	Collapse or expand a group in the e-mail message list.
<b>Shift+TAB</b>	Move to next field in Reading Pane.
<b>CTRL+TAB</b>	Move to previous field in Reading Pane.
<b>ALT+B, ALT+LEFT ARROW, or ALT+BACKSPACE</b>	Go back to previous view in main Outlook window.
<b>ALT+RIGHT ARROW</b>	Go forward to next view in main Outlook window.
<b>CTRL+Shift+W</b>	Select the InfoBar and, if available, show the menu of commands.

## Search

<b>CTRL+E</b>	Find a message or other item.
<b>ESC</b>	Clear the search results.
<b>CTRL+ALT+A</b>	Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.
<b>CTRL+ALT+W</b>	Expand the Search Query Builder.
<b>CTRL+Shift+F</b>	Use Advanced Find.
<b>CTRL+Shift+P</b>	Create a new Search Folder.
<b>F4</b>	Search for text within a message or other item.
<b>Shift+F4</b>	Find next during text search within a message or other item.
<b>CTRL+H</b>	Find and replace text, symbols, or some formatting commands within open items. Works in the Reading Pane on an open item.
<b>CTRL+ALT+K</b>	Expand search to include the desktop.

## Flags

<b>CTRL+Shift+G</b>	Open the Flag for Follow Up dialog box to assign a flag.
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## Color Categories

<b>ALT+D</b>	Delete the selected category from the list in the Color Categories dialog box.
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## Create an item or file

<b>CTRL+Shift+A</b>	Create an appointment.
<b>CTRL+Shift+C</b>	Create a contact.

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<b>CTRL+Shift+L</b>	Create a distribution list.
<b>CTRL+Shift+X</b>	Create a fax.
<b>CTRL+Shift+E</b>	Create a folder.
<b>CTRL+Shift+J</b>	Create a Journal entry.
<b>CTRL+Shift+Q</b>	Create a meeting request.
<b>CTRL+Shift+M</b>	Create a message.
<b>CTRL+Shift+N</b>	Create a note.
<b>CTRL+Shift+H</b>	Create a new Microsoft Office document.
<b>CTRL+Shift+S</b>	Post to this folder.
<b>CTRL+T</b>	Post a reply in this folder.
<b>CTRL+Shift+P</b>	Create a Search Folder.
<b>CTRL+Shift+K</b>	Create a task.
<b>CTRL+Shift+U</b>	Create a task request.
<b>All items</b>	
<b>CTRL+S or Shift+F12</b>	Save.
<b>ALT+S</b>	Save and close.
<b>F12</b>	Save as.
<b>CTRL+Z or ALT+BACKSPACE</b>	Undo.
<b>CTRL+D</b>	Delete an item.
<b>CTRL+P</b>	Print.
<b>CTRL+Shift+Y</b>	Copy an item.
<b>CTRL+Shift+V</b>	Move an item.
<b>CTRL+K</b>	Check names.
<b>F7</b>	Check spelling.
<b>CTRL+Shift+G</b>	Flag for follow-up.
<b>CTRL+F</b>	Forward.
<b>ALT+S</b>	Send or post or invite all.
<b>F2</b>	Turn on editing in a field (except in Icon view).
<b>CTRL+L</b>	Left align text.
<b>CTRL+E</b>	Center text.
<b>CTRL+R</b>	Right align text.
<b>E-mail</b>	
<b>CTRL+Shift+I</b>	Switch to Inbox.
<b>CTRL+Shift+O</b>	Switch to Outbox.
<b>CTRL+TAB</b>	Choose the account from which to send a message. (with focus on the To box) and then TAB to the Accounts button
<b>CTRL+K</b>	Check names.
<b>ALT+S</b>	Send.
<b>CTRL+R</b>	Reply to a message.
<b>CTRL+Shift+R</b>	Reply all to a message.
<b>CTRL+F</b>	Forward a message.
<b>CTRL+ ALT+J</b>	Mark a message as not junk.
<b>CTRL+Shift+I</b>	Display blocked external content (in a message).
<b>CTRL+ Shift+S</b>	Post to a folder.
<b>CTRL+Shift+N</b>	Apply Normal style.
<b>CTRL+M or F9</b>	Check for new messages.
<b>UP ARROW</b>	Go to the previous message.
<b>DOWN ARROW</b>	Go to the next message.
<b>CTRL+N</b>	Create a new message (when in Mail).

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<b>CTRL+Shift+M</b>	Create a new message (from any Outlook view).
<b>CTRL+O</b>	Open a received message.
<b>CTRL+Shift+B</b>	Open the Address Book.
<b>CTRL+Shift+O</b>	Convert an HTML or RTF message to plain text.
<b>INSERT</b>	Add a Quick Flag to an unopened message.
<b>CTRL+Shift+G</b>	Display the Flag for Follow Up dialog box.
<b>CTRL+Q</b>	Mark as read.
<b>CTRL+U</b>	Mark as unread.
<b>CTRL+Shift+W</b>	Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List.
<b>F4</b>	Find or replace.
<b>Shift+F4</b>	Find next.
<b>CTRL+ENTER</b>	Send.
<b>CTRL+P</b>	Print.
<b>CTRL+F</b>	Forward.
<b>CTRL+ALT+F</b>	Forward as attachment.
<b>ALT+ENTER</b>	Show the properties for the selected item.
<b>CTRL+ALT+M</b>	Mark for Download.
<b>CTRL+ALT+U</b>	Clear Mark for Download.
<b>CTRL+B</b>	Display Send/Receive progress.(when a Send/Receive is in progress)

## Calendar

<b>CTRL+N</b>	Create a new appointment (when in Calendar).
<b>CTRL+Shift+A</b>	Create a new appointment (in any Outlook view).
<b>CTRL+Shift+Q</b>	Create a new meeting request.
<b>CTRL+F</b>	Forward an appointment or meeting.
<b>CTRL+R</b>	Reply to a meeting request with a message.
<b>CTRL+Shift+R</b>	Reply All to a meeting request with a message.
<b>ALT+0</b>	Show 10 days in the calendar.
<b>ALT+1</b>	Show 1 day in the calendar.
<b>ALT+2</b>	Show 2 days in the calendar.
<b>ALT+3</b>	Show 3 days in the calendar.
<b>ALT+4</b>	Show 4 days in the calendar.
<b>ALT+5</b>	Show 5 days in the calendar.
<b>ALT+6</b>	Show 6 days in the calendar.
<b>ALT+7</b>	Show 7 days in the calendar.
<b>ALT+8</b>	Show 8 days in the calendar.
<b>ALT+9</b>	Show 9 days in the calendar.
<b>CTRL+G</b>	Go to a date.
<b>ALT+= or CTRL+ALT+4</b>	Switch to Month view.
<b>CTRL+RIGHT ARROW</b>	Go to the next day.
<b>ALT+DOWN ARROW</b>	Go to the next week.
<b>ALT+PAGE DOWN</b>	Go to the next month.
<b>CTRL+LEFT ARROW</b>	Go to the previous day.
<b>ALT+UP ARROW</b>	Go to the previous week.
<b>ALT+PAGE UP</b>	Go to the previous month.
<b>ALT+HOME</b>	Go to the start of the week.
<b>ALT+END</b>	Go to the end of the week.
<b>ALT+MINUS SIGN or CTRL+ALT+3</b>	Switch to Full Week view.
<b>CTRL+ALT+2</b>	Switch to Work Week view.

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<b>CTRL+COMMA or CTRL+Shift+COMMA</b>	Go to previous appointment.
<b>CTRL+PERIOD or CTRL+Shift+PERIOD</b>	Go to next appointment.
<b>CTRL+G</b>	Set up recurrence for an appointment or task.
<b>Contacts</b>	
<b>CTRL+Shift+D</b>	Dial a new call.
<b>F3 or CTRL+E</b>	Find a contact or other item.
<b>F11</b>	Enter a name in the Search Address Books box.
<b>Shift+letter</b>	In Table or List view of contacts, go to first contact that starts with a specific letter.
<b>CTRL+A</b>	Select all contacts.
<b>CTRL+F</b>	Create a new message addressed to selected contact.
<b>CTRL+J</b>	Create a Journal entry for the selected contact.
<b>CTRL+N</b>	Create a new contact (when in Contacts).
<b>CTRL+Shift+C</b>	Create a new contact (from any Outlook view).
<b>CTRL+O or CTRL+Shift+ENTER</b>	Open a contact form for the selected contact.
<b>CTRL+Shift+L</b>	Create a new distribution list.
<b>CTRL+P</b>	Print.
<b>F5</b>	Update a list of distribution list members.
<b>CTRL+Y</b>	Go to a different folder.
<b>CTRL+Shift+B</b>	Open the Address Book.
<b>CTRL+Shift+F</b>	Use Advanced Find.
<b>CTRL+Shift+PERIOD</b>	In an open contact, open the next contact listed.
<b>ESC</b>	Close a contact.
<b>CTRL+Shift+X</b>	Open a Web page for the selected contact (if one is included).
<b>ALT+D</b>	Open the Check Address dialog box.
<b>ALT+Shift+1</b>	In a contact form, under Internet, display the E-mail 1 information.
<b>ALT+Shift+2</b>	In a contact form, under Internet, display the E-mail 2 information.
<b>ALT+Shift+3</b>	In a contact form, under Internet, display the E-mail 3 information.
<b>Electronic Business Cards dialog box</b>	
<b>ALT+A</b>	Open the Add list.
<b>ALT+B</b>	Select text in Label box when the field with a label assigned is selected.
<b>ALT+C</b>	Open the Add Card Picture dialog box.
<b>ALT+E</b>	Place cursor at beginning of Edit box.
<b>ALT+F</b>	Select the Fields box.
<b>ALT+G</b>	Select the Image Align drop-down list.
<b>ALT+K, then ENTER</b>	Select color palette for background.
<b>ALT+L</b>	Select Layout drop-down list.
<b>ALT+R</b>	Remove a selected field from the Fields box.
<b>Tasks</b>	
<b>ALT+F2</b>	Show or hide the To-Do Bar.
<b>ALT+C</b>	Accept a task request.
<b>ALT+D</b>	Decline a task request.
<b>CTRL+E</b>	Find a task or other item.
<b>CTRL+Y</b>	Open the Go to Folder dialog box.
<b>CTRL+N</b>	Create a new task (when in Tasks).
<b>CTRL+Shift+K</b>	Create a new task (from any Outlook view).
<b>CTRL+Shift+U</b>	Create a new task request.
<b>CTRL+O</b>	Open selected item.
<b>CTRL+P</b>	Print selected item.

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<b>CTRL+A</b>	Select all items.
<b>CTRL+D</b>	Delete selected item.
<b>CTRL+F</b>	Forward a task as an attachment.
<b>Shift+TAB</b>	Switch between the Navigation Pane, Tasks list, and To-Do Bar.
<b>CTRL+J</b>	Open selected item as a Journal item.
<b>CTRL+Z</b>	Undo last action.
<b>INSERT</b>	Flag an item or mark complete.
<b>Format text</b>	
<b>ALT+O</b>	Display the Format menu.
<b>CTRL+Shift+P</b>	Display the Font dialog box.
<b>Shift+F3</b>	Switch case (with text selected).
<b>CTRL+Shift+K</b>	Format letters as small capitals.
<b>CTRL+B</b>	Make letters bold.
<b>CTRL+Shift+L</b>	Add bullets.
<b>CTRL+I</b>	Make letters italic.
<b>CTRL+T</b>	Increase indent.
<b>CTRL+Shift+T</b>	Decrease indent.
<b>CTRL+L</b>	Left align.
<b>CTRL+E</b>	Center.
<b>CTRL+U</b>	Underline.
<b>CTRL+] or CTRL+Shift+&gt;</b>	Increase font size.
<b>CTRL+[ or CTRL+Shift+&lt;</b>	Decrease font size.
<b>CTRL+X or Shift+DELETE</b>	Cut.
<b>CTRL+C or CTRL+INSERT</b>	Copy. Note CTRL+INSERT is not available in the Reading Pane.
<b>CTRL+V or Shift+INSERT</b>	Paste.
<b>CTRL+Shift+Z or CTRL+SPACEBAR</b>	Clear formatting.
<b>CTRL+Shift+H</b>	Delete the next word.
<b>CTRL+Shift+J</b>	Stretch a paragraph to fit between the margins.
<b>CTRL+Shift+S</b>	Apply styles.
<b>CTRL+T</b>	Create a hanging indent.
<b>CTRL+K</b>	Insert a hyperlink.
<b>CTRL+L</b>	Left align a paragraph.
<b>CTRL+R</b>	Right align a paragraph.
<b>CTRL+Shift+T</b>	Reduce a hanging indent.
<b>CTRL+Q</b>	Remove paragraph formatting.
<b>Add Web information to items</b>	
<b>Hold down CTRL and click the mouse button.</b>	Edit a URL in the body of an item.
<b>Hold down Shift and click the mouse button.</b>	Specify a Web browser.
<b>CTRL+K</b>	Insert a hyperlink.
<b>Print preview</b>	
<b>Press ALT+F and then press V To print an item in an open window, press ALT+F, press W, and then press V</b>	Open Print Preview.
<b>ALT+P</b>	Print a print preview.
<b>ALT+S or ALT+U</b>	Open Page Setup from Print Preview.
<b>ALT+Z</b>	Zoom.
<b>ALT+C</b>	Close Print Preview.

# Microsoft Outlook 2007 Keyboard Shortcuts

## Send/Receive

<b>F9</b>	Start a send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you define.
<b>Shift+F9</b>	Start a send/receive for the current folder, retrieving full items (header, item, and any attachments).
<b>CTRL+M</b>	Start a send/receive.
<b>CTRL+ALT+S</b>	Define Send/Receive groups.

## Visual Basic Editor

<b>ALT+F11</b>	Open Visual Basic Editor.
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## Macros

<b>ALT+F8</b>	Play macro.
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## Forms

<b>CTRL+ALT+Shift+F12</b>	Save Form Design.
<b>CTRL+Shift+F11</b>	Save Form Data.
<b>Click in an InfoPath folder, and then CTRL+N.</b>	Create a new Microsoft Office InfoPath form.

## Table view - General use

<b>ENTER</b>	Open an item.
<b>CTRL+A</b>	Select all items.
<b>PAGE DOWN</b>	Go to the item at the bottom of the screen.
<b>PAGE UP</b>	Go to the item at the top of the screen.
<b>Shift+UP ARROW or Shift+DOWN ARROW, respectively</b>	Extend or reduce the selected items by one item.
<b>CTRL+UP ARROW or CTRL+DOWN ARROW, respectively</b>	Go to the next or previous item without extending the selection.
<b>CTRL+SPACEBAR</b>	Select or cancel selection of the active item.
<b>F5</b>	Refresh view.

## Table view - with a group selected

<b>CTRL+Shift+PLUS SIGN</b>	Expand all groups.
<b>CTRL+MINUS SIGN</b>	Collapse the group.
<b>Shift+PLUS SIGN</b>	Expand a single selected group.
<b>MINUS SIGN</b>	Collapse a single selected group.
<b>UP ARROW</b>	Select the previous group.
<b>DOWN ARROW</b>	Select the next group.
<b>HOME</b>	Select the first group.
<b>END</b>	Select the last group.
<b>RIGHT ARROW</b>	Select the first item on screen in an expanded group or the first item off screen to the right.

## Table view - All groups

<b>CTRL+MINUS SIGN</b>	Collapse all groups.
<b>CTRL+Shift+PLUS SIGN</b>	Expand all groups.

## Calendar Day/Week/Month view

<b>ALT+key for number of days</b>	View from 1 through 9 days.
<b>ALT+0 (ZERO)</b>	View 10 days.
<b>ALT+MINUS SIGN</b>	Switch to weeks.
<b>ALT+=</b>	Switch to months.
<b>CTRL+TAB or F6</b>	Move between Calendar, TaskPad, and the Folder List.
<b>Shift+TAB</b>	Select the previous appointment.
<b>LEFT ARROW</b>	Go to the previous day.
<b>RIGHT ARROW</b>	Go to the next day.

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<b>ALT+DOWN ARROW</b>	Go to the same day in the next week.
<b>ALT+UP ARROW</b>	Go to the same day in the previous week.
<b>Day view</b>	
<b>HOME</b>	Select the time that begins your work day.
<b>END</b>	Select the time that ends your work day.
<b>UP ARROW</b>	Select the previous block of time.
<b>DOWN ARROW</b>	Select the next block of time.
<b>PAGE UP</b>	Select the block of time at the top of the screen.
<b>PAGE DOWN</b>	Select the block of time at the bottom of the screen.
<b>Shift+UP ARROW or Shift+DOWN ARROW, respectively</b>	Extend or reduce the selected time.
<b>With the cursor in the appointment, ALT+UP ARROW or ALT+DOWN ARROW, respectively</b>	Move an appointment up or down.
<b>With the cursor in the appointment, ALT+Shift+UP ARROW or ALT+Shift+DOWN ARROW, respectively</b>	Change an appointment's start or end time.
<b>ALT+DOWN ARROW</b>	Move selected item to the same day in the next week.
<b>ALT+UP ARROW</b>	Move selected item to the same day in the previous week.
<b>Week view</b>	
<b>HOME</b>	Go to the start of work hours for the selected day.
<b>END</b>	Go to the end of work hours for the selected day.
<b>PAGE UP</b>	Go up one page view in the selected day.
<b>PAGE DOWN</b>	Go down one page view in the selected day.
<b>ALT+UP ARROW, ALT+DOWN ARROW, ALT+LEFT ARROW, or ALT+RIGHT ARROW, respectively</b>	Move the appointment up, down, left, or right.
<b>Shift+LEFT ARROW, Shift+RIGHT ARROW, Shift+UP ARROW, or Shift+DOWN ARROW; or Shift+HOME or Shift+END</b>	Change the duration of the selected block of time.
<b>Month view</b>	
<b>HOME</b>	Go to the first day of the week.
<b>PAGE UP</b>	Go to the same day of the week in the previous page.
<b>PAGE DOWN</b>	Go to the same day of the week in the next page.
<b>Date Navigator</b>	
<b>ALT+HOME</b>	Go to the first day of the current week.
<b>ALT+END</b>	Go to the last day of the current week.
<b>ALT+UP ARROW</b>	Go to the same day in the previous week.
<b>ALT+DOWN ARROW</b>	Go to the same day in the next week.
<b>Business Cards view or Address Cards view - General use</b>	
<b>One or more letters of the name that the card is filed under or the name of the field that you are sorting by</b>	Select a specific card in the list.
<b>UP ARROW</b>	Select the previous card.
<b>DOWN ARROW</b>	Select the next card.
<b>HOME</b>	Select the first card in the list.
<b>END</b>	Select the last card in the list.
<b>PAGE UP</b>	Select the first card on the current page.
<b>PAGE DOWN</b>	Select the first card on the next page.
<b>RIGHT ARROW</b>	Select the closest card in the next column.

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<b>LEFT ARROW</b>	Select the closest card in the previous column.
<b>CTRL+SPACEBAR</b>	Select or cancel selection of the active card.
<b>Shift+UP ARROW</b>	Extend the selection to the previous card and cancel selection of cards after the starting point.
<b>Shift+DOWN ARROW</b>	Extend the selection to the next card and cancel selection of cards before the starting point.
<b>CTRL+Shift+UP ARROW</b>	Extend the selection to the previous card, regardless of the starting point.
<b>CTRL+Shift+DOWN ARROW</b>	Extend the selection to the next card, regardless of the starting point.
<b>Shift+HOME</b>	Extend the selection to the first card in the list.
<b>Shift+END</b>	Extend the selection to the last card in the list.
<b>Shift+PAGE UP</b>	Extend the selection to the first card on the previous page.
<b>Shift+PAGE DOWN</b>	Extend the selection to the last card on the last page.

## Business Cards view or Address Cards view - Move between fields in an open card

<b>TAB</b>	Move to the next field and, from the last field of a card, move to the first field in the next card.
<b>Shift+TAB</b>	Move to the previous field and, from the first field of a card, move to the last field in the previous card.
<b>ENTER</b>	Move to the next field, or add a line to a multiline field.
<b>Shift+ENTER</b>	Move to the previous field without leaving the active card.
<b>F2</b>	Display the insertion point in the active field to edit text.

## Business Cards view or Address Cards view - Move between characters in a field

<b>ENTER</b>	Add a line in a multiline field.
<b>HOME</b>	Move to the beginning of a line.
<b>END</b>	Move to the end of a line.
<b>PAGE UP</b>	Move to the beginning of a multiline field.
<b>PAGE DOWN</b>	Move to the end of a multiline field.
<b>UP ARROW</b>	Move to the previous line in a multiline field.
<b>DOWN ARROW</b>	Move to the next line in a multiline field.
<b>LEFT ARROW</b>	Move to the previous character in a field.
<b>RIGHT ARROW</b>	Move to the next character in a field.

## Timeline view (Tasks or Journal) - item selected

<b>LEFT ARROW</b>	Select the previous item.
<b>RIGHT ARROW</b>	Select the next item.
<b>Shift+LEFT ARROW or Shift+RIGHT ARROW</b>	Select several adjacent items.
<b>CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACEBAR</b>	Select several nonadjacent items.
<b>ENTER</b>	Open the selected items.
<b>PAGE UP</b>	Display the items one screen above the items on screen.
<b>PAGE DOWN</b>	Display the items one screen below the items on screen.
<b>HOME</b>	Select the first item on the timeline (if items are not grouped) or the first item in the group.
<b>END</b>	Select the last item on the timeline (if items are not grouped) or the last item in the group.
<b>CTRL+HOME</b>	Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group.
<b>CTRL+END</b>	Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group.

## Timeline view (Tasks or Journal) - group selected

<b>ENTER or RIGHT ARROW</b>	Expand the group.
<b>ENTER or LEFT ARROW</b>	Collapse the group.
<b>UP ARROW</b>	Select the previous group.
<b>DOWN ARROW</b>	Select the next group.
<b>HOME</b>	Select the first group on the timeline.
<b>END</b>	Select the last group on the timeline.



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<b>RIGHT ARROW</b>	Select the first item on screen in an expanded group or the first item off screen to the right.
<b>Timeline view - unit of time on the time scale for days is selected</b>	
<b>LEFT ARROW</b>	Move back in increments of time that are the same as those shown on the time scale.
<b>RIGHT ARROW</b>	Move forward in increments of time that are the same as those shown on the time scale.
<b>Shift+TAB</b>	When the lower time scale is selected, select the upper time scale.
<b>TAB</b>	When the upper time scale is selected, select the lower time scale.
<b>TAB</b>	When the lower time scale is selected, select the first item on screen or the first group on screen if items are grouped.

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts