

# Microsoft Outlook 97 Keyboard Shortcuts

<b>ALT</b>	Close the visible menu and submenu at the same time; works with menu commands.
<b>ALT+0 (ZERO)</b>	View 10 days; works when using general keys for moving around in the day/week/month/view.
<b>ALT+1</b>	View 1 day; works when using general keys for moving around in the day/week/month/view.
<b>CTRL+Shift+Q</b>	Keys to create a new meeting request or open an existing meeting request.
<b>CTRL+Shift+R</b>	Reply All to an E-Mail.
<b>CTRL+Shift+RIGHT ARROW</b>	Select or unselect one word to the right of the cursor.
<b>CTRL+Shift+T</b>	Reduce the size of a hanging indent formatted on onto a selected block of text.
<b>CTRL+Shift+TAB</b>	Go to the previous tab when working in a tabbed dialog box.
<b>CTRL+Shift+TAB or CTRL+PAGE UP</b>	Go to the previous tab when working in a tabbed dialog box.
<b>CTRL+Shift+U</b>	Create a new Task request or open an existing Task report in Outlook.
<b>CTRL+Shift+UP ARROW</b>	Extend the selection to the previous card, regardless of the starting point.
<b>CTRL+Shift+V</b>	Paste an item from one place to another.
<b>ALT+B</b>	Display the previous tip; use with Office Assistant.
<b>ALT+C</b>	Close Print Preview; use within menu commands.
<b>ALT+D</b>	Decline when responding to an E-Mail schedule request; use within menu commands.
<b>ALT+DOWN ARROW</b>	Go to the same day in the next week; works with general keys for moving around in day/week/month view.
<b>ALT+DOWN ARROW</b>	Move selected item to the same day in the next week; works with general keys for moving around in day/week/month view.
<b>ALT+DOWN ARROW</b>	Display more Help topics; works when using Office Assistant.
<b>ALT+DOWN ARROW</b>	Go to the same day in the next week; works with general keys for moving around in day/week/month view.
<b>ALT+DOWN ARROW</b>	Open a selected drop-down menu; works within a dialog box.
<b>ALT+END</b>	Go to the last day of the current week; use within the Date Navigator.
<b>ALT+EQUAL SIGN</b>	Switch to month view when using general keys for moving around in day/week/month view.
<b>ALT+F4</b>	Close a selected window while working in Outlook; if you have only one open window, close Outlook.
<b>ALT+F6; repeat until the balloon is active</b>	Activate Office Assistant while working in a document.
<b>ALT+HOME</b>	Go to the first day of the current week when using general keys for moving around in day/week/month view.
<b>ALT+HYPHEN SIGN</b>	Switch to week view when using general keys for moving around in day/week/month view.
<b>ALT+I to select the Folder List; arrow keys to sel</b>	Select the folder list in Save As dialog box (in the File menu); use arrow keys to select a folder.
<b>ALT+K</b>	Display the Task menu while working in Outlook.
<b>ALT+key for number of days</b>	View anywhere from 2 through 9 days at a time; works when using general keys for moving around in day/week/month view.
<b>ALT+LEFT ARROW</b>	Move a selected item to the previous day when multiple days appear; use when working with general keys for moving around in day/week/month view.
<b>ALT+letter key, where the key is the underlined le</b>	Select a menu, or select or clear the check box by the letter underlined in the menu name in a dialog box.
<b>ALT+N</b>	Display the next tip when working with Office Assistant.
<b>ALT+number (where hitting key for 1 selects the le</b>	Select a Help topic while using Office Assistant.
<b>ALT+number (where hitting key for 1 selects the le</b>	Select an option in the Save As dialog box (in the File menu).
<b>ALT+O</b>	Display the Format menu.
<b>ALT+P</b>	Print from Print Preview window.
<b>ALT+PAGE DOWN</b>	Go to the last day of the month when using general keys for moving around in day/week/month view.
<b>ALT+PAGE UP</b>	Go to the first day of the month when using general keys to move around in day/week/month view.
<b>ALT+PRTSCR</b>	Copy the active window to the Windows Clipboard.

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<b>ALT+RIGHT ARROW</b>	Move a selected item from one to the next day when multiple days appear; use when working with general keys for moving around in day/week/month view.
<b>ALT+S</b>	Save, close and Send when working with E-Mail.
<b>ALT+S, ALT+U</b>	Print Preview current page.
<b>ALT+Shift+TAB</b>	Move from active application window to previously active application window.
<b>ALT+SPACE</b>	Display the active window's title bar menu.
<b>ALT+SPACEBAR</b>	Open the menu of the leftmost icon on the main toolbar bar of the active window; this menu typically contains the following commands: Restore, Move, Size, Minimize, Maximize and Close.
<b>ALT+TAB</b>	Move from active application window to the previously used application window; to select an application from a list of the open applications, hold ALT down and press TAB more than once to move through the list.
<b>ALT+letter key, where the key is the underlined le</b>	Select a menu, or select or clear the check box by the letter underlined in the menu name.
<b>ALT+UP ARROW</b>	Go to the same day in the previous week when using general keys for moving around in day/week/month view.
<b>ALT+UP ARROW</b>	Move selected item to the same day in the previous week when using general keys for moving around in day/week/month view.
<b>ALT+UP ARROW</b>	Display previously viewed Help topics while using Office Assistant.
<b>ALT+UP ARROW</b>	Go to the same day in the previous week when using general keys for moving around in day/week/month view.
<b>ALT+UP ARROW or ESC (when a drop-down list box is</b>	Close a drop-down list box while working in a dialog box.
<b>ALT+UP, DOWN, LEFT, or RIGHT ARROW</b>	Move a selected appointment up, down, left, or right when using general keys for moving around in day/week/month view.
<b>ALT+Z</b>	Zoom in on an area of detail while working in Print Preview.
<b>CTRL+Shift+</b>	Go to previous item (with an item open) in Outlook.
<b>CTRL+Shift+&gt;</b>	Go to next item (with an item open) in Outlook.
<b>CTRL+Shift+A</b>	Create a new Appointment or to open a selected Appointment.
<b>CTRL+Shift+B</b>	Open the Address Book when sending an E-Mail.
<b>CTRL+Shift+C</b>	Create a new contact or open a selected contact.
<b>CTRL+Shift+D</b>	Dial.
<b>CTRL+Shift+DOWN ARROW</b>	Extend a selection of one card to the next card, regardless of the starting point.
<b>CTRL+Shift+E</b>	Create a new folder or open a selected folder.
<b>CTRL+Shift+F</b>	Display the Find dialog box when working in Outlook.
<b>CTRL+Shift+I</b>	Go to Inbox.
<b>CTRL+Shift+J</b>	Create a new journal entry or open an existing one.
<b>CTRL+Shift+K</b>	Create a new Task or open an existing one when working in Outlook.
<b>CTRL+Shift+L</b>	Add bullets to a selection when working in Outlook.
<b>CTRL+Shift+LEFT ARROW</b>	Select or unselect one word to the left of the cursor.
<b>CTRL+Shift+M</b>	Create a new Message or open an existing one when working in Outlook.
<b>CTRL+Shift+N</b>	Keys to create a new Note or open an existing Note when working in Outlook.
<b>CTRL+Shift+O</b>	Go to Outbox.
<b>CTRL+Shift+P</b>	Go to Find People command.
<b>CTRL+Shift+Y</b>	Copy an item.
<b>CTRL+Shift+Z or CTRL+SPACEBAR</b>	Clear formatting on a selected area.
<b>CTRL+SPACEBAR</b>	Select or unselect the active card.
<b>CTRL+SPACEBAR</b>	Select or unselect the active item.
<b>CTRL+T</b>	Increase indent on a selected block of text.
<b>CTRL+TAB</b>	Move to the next tab on a tabbed dialog box.
<b>CTRL+TAB or CTRL+PAGE DOWN</b>	Move to the next tab on a tabbed dialog box.

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<b>CTRL+TAB or CTRL+Shift+TAB.</b>	Select the next or previous toolbar.
<b>CTRL+TAB or F6</b>	Move between Calendar, TaskPad, and the Folder List when moving around in day/week/month view.
<b>CTRL+UP ARROW</b>	Move the insertion point to the previous card.
<b>CTRL+UP ARROW or CTRL+DOWN ARROW</b>	Go to the next or previous item without extending the selection.
<b>CTRL+UP or HOME</b>	Move to the beginning of a selected item when working in Print Preview.
<b>CTRL+V or Shift+INSERT</b>	Paste a copied item(s) from the Clipboard into a selected location (You also can choose Paste from the Edit menu.).
<b>CTRL+X or Shift+DELETE</b>	Copy and remove the selected item(s) from their original location to the Clipboard. (You also can choose the Cut command from the Edit menu.).
<b>CTRL+Y</b>	Display Go to Folder dialog box in order to find and open a specific folder.
<b>CTRL+Z or ALT+BACKSPACE</b>	Undo the last action; note: some actions, like Shutdown, cannot be undone (You also can choose Undo from the Edit menu.).
<b>DOWN ARROW</b>	Select the next card.
<b>DOWN ARROW</b>	Go to the next line in a multiline field in Outlook.
<b>DOWN ARROW</b>	Go to the item below when working in a Table.
<b>DOWN ARROW</b>	Select the next group when a group in a Table is selected.
<b>DOWN ARROW</b>	Select the next group in a Timeline.
<b>DOWN ARROW</b>	Select the next block of time when working in day/week/month view.
<b>DOWN ARROW or UP ARROW (with the menu or submenu v</b>	Select the next or previous command on the menu or submenu.
<b>END</b>	Go to the end of the entry when working in a text box.
<b>END</b>	Select the last card in a list.
<b>END</b>	Go to the end of a line.
<b>END</b>	Select the time that ends your work day when working in day/week/month view.
<b>END</b>	Go to the last day of the week when working in day/week/month view.
<b>END</b>	Go to the last item in a Table.
<b>END</b>	Select the last group in a Table is selected.
<b>END</b>	Select the last item on the timeline (if items are not grouped) or the last item in the group when working in timeline.
<b>END</b>	Select the last group on the timeline when a group on the timeline is selected.
<b>ENTER</b>	Select an item.
<b>ENTER</b>	Perform the action assigned to a selected button in a dialog box.
<b>ENTER</b>	Move to the next field, or to add a line to a multiline field.
<b>ENTER</b>	Open a selected item in a table.
<b>ENTER</b>	Open selected items in a timeline.
<b>ENTER</b>	Perform the action assigned to a selected button on a toolbar.
<b>ENTER</b>	Open a selected menu on a toolbar.
<b>ENTER</b>	Enter text in a selected text box.
<b>ENTER or LEFT ARROW</b>	Collapse a selected group in a table.
<b>ENTER or LEFT ARROW</b>	Collapse a selected group in a timeline.
<b>ENTER or RIGHT ARROW</b>	Expand a selected group in a table.
<b>ENTER or RIGHT ARROW</b>	Expand a selected group in a timeline.
<b>ESC</b>	Cancel the current operation.
<b>ESC</b>	Close the visible menu; or, with a submenu visible, close the submenu only.
<b>ESC</b>	Cancel a command and close the dialog box.
<b>ESC</b>	Close an Office Assistant message or tip.
<b>F1</b>	Display Help or the Office Assistant.
<b>F10</b>	Activate, or select, the main toolbar beginning with the first toolbar option on the left, usually File; after the first option is activated you can navigate through toolbar and menu options using the appropriate

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	ARROW keys; press F10 or ALT again
<b>F10.</b>	Activate, or select, the main toolbar beginning with the first toolbar option on the left, usually File; after the first option is activated you can navigate through toolbar and menu options using the appropriate ARROW keys; press F10 or ALT again
<b>F12</b>	Display Save As dialog box (file menu).
<b>F2</b>	Activate editing in a field (except icon view field).
<b>F2</b>	Move to a field in the active card.
<b>F2 or click the field</b>	Display the insertion point in the active field in order to edit text.
<b>F3, CTRL+Shift+F</b>	Open the Find dialog box.
<b>F4</b>	Open the Find dialog box in Outlook.
<b>F5</b>	Refresh the current window (You also can choose Refresh from the View menu.).
<b>F5</b>	Update the files visible in the Open or Save As dialog box (File menu).
<b>F6</b>	Cycle through all the panes in the active window.
<b>F6 or CTRL+Shift+TAB</b>	Move between the Folder List and the information viewer to the right.
<b>F6/Shift+F6</b>	Move to the next or previous window.
<b>F7</b>	Display Spelling and Grammar dialog box (Tools Menu).
<b>HOME</b>	Move to the beginning of the current entry.
<b>HOME</b>	Select the first card in the list.
<b>HOME</b>	Move to the beginning of the current line.
<b>HOME</b>	In day/week/month view, select the time that begins your work day.
<b>HOME</b>	In day/week/month view, go to the first day of the week.
<b>HOME</b>	Go to the first item.
<b>HOME</b>	Select the first group on a timeline with grouped items.
<b>HOME</b>	Select the first item on the timeline (if items are not grouped) or the first item in the group.
<b>HOME or END</b>	Select the first or last command on the menu or submenu.
<b>LEFT ARROW</b>	Select the closest card in the previous column.
<b>LEFT ARROW</b>	Move to the previous character in a field.
<b>LEFT ARROW</b>	Go to the previous day, when working in day/week/month/view.
<b>LEFT ARROW</b>	Select the previous item on the timeline.
<b>LEFT ARROW</b>	Move back in increments of time that are the same as those shown on the time scale, when a unit of time is selected on the time scale.
<b>LEFT ARROW or RIGHT ARROW</b>	With a menu open, select the menu to the left or right of the original, or, with a submenu visible, switch between the main menu and the submenu.
<b>LEFT ARROW or RIGHT ARROW</b>	Move one character to the left or right in a text box.
<b>Letter key, where the letter is the same as the fi</b>	Choose a selected menu, drop-down list, or dialog box option by typing the first letter in the option name.
<b>PAGE DOWN</b>	Select the first card on the next page.
<b>PAGE DOWN</b>	Move to the end of a multiline field.
<b>PAGE DOWN</b>	Select the block of time at the bottom of the screen when working in day/week/month view.
<b>PAGE DOWN</b>	Go to the item at the bottom of the screen, and then display another page of items when working in a Table.
<b>PAGE DOWN</b>	in a Timeline, display the items one screen below the items on the current screen.
<b>PAGE DOWN or DOWN ARROW</b>	In day/week/month view, go to the same day of the week in the next week (or 5 weeks ahead if viewing by month).
<b>PAGE UP</b>	Select the first card on the current page.
<b>PAGE UP</b>	Move to the beginning of a multiline field.
<b>PAGE UP</b>	In day/week/month view, select the block of time at the top of the screen.
<b>PAGE UP</b>	In a Table, go to the item at the top of the screen.
<b>PAGE UP</b>	In a Timeline, display the items one screen above the items on current screen.
<b>PAGE UP or UP ARROW</b>	In day/week/month view, go to the same day of the week in the previous week (or 5 weeks previous if

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	viewing by month).
<b>PLUS or MINUS SIGN on the numeric keypad</b>	Xpand/collapse a group (with a group selected).
<b>PRTSCR</b>	Copy an image of the screen to the Windows Clipboard.
<b>RIGHT ARROW</b>	Move to the next character in a field.
<b>RIGHT ARROW</b>	In day/week/month view, go to the next day.
<b>RIGHT ARROW</b>	When a group in a table is selected, select the first item on screen in an expanded group or the first item off screen to the right.
<b>RIGHT ARROW</b>	in a Timeline, select the next item.
<b>RIGHT ARROW</b>	When a unit of time on the time scale for days is selected, move forward in increments of time that are the same as those shown on the time scale.
<b>RIGHT ARROW</b>	Select the closest card in the next column.
<b>Shift+ALT+ESC</b>	Move to the next open window.
<b>Shift+CTRL+F6</b>	Move to the next/previous Outlook window.
<b>Shift+CTRL+TAB</b>	Move between toolbars.
<b>Shift+DOWN ARROW</b>	Extend the selection to the next card or to unselect cards before the starting point.
<b>Shift+END</b>	Select from the insertion point to the end of the text box entry.
<b>Shift+END</b>	Extend the selection to the last card in the list.
<b>Shift+ENTER</b>	Move to the previous field without leaving the active card.
<b>Shift+F1</b>	Display ScreenTip for the active item.
<b>Shift+F10</b>	Display a shortcut menu that shows a list of commands relevant to the selected object.
<b>Shift+F3</b>	Change the case of selected letters.
<b>Shift+F4</b>	Find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed.
<b>Shift+HOME</b>	Select from the insertion point in the text box to the beginning of the text box entry.
<b>Shift+HOME</b>	Extend the selection to the first card in a list.
<b>Shift+LEFT ARROW</b>	Select or unselect one character to the left of the cursor's position.
<b>Shift+LEFT ARROW or Shift+RIGHT ARROW</b>	Select several adjacent items on a timeline.
<b>Shift+left mouse button</b>	Specify a Web browser.
<b>Shift+LEFT, RIGHT, UP, or DOWN ARROW; or Shift+HOME</b>	Change the duration of the selected block of time when working in day/week/month view.
<b>Shift+PAGE DOWN</b>	Extend the selection to the last card on the last page.
<b>Shift+PAGE UP</b>	Extend the selection to the first card on the previous page.
<b>Shift+RIGHT ARROW</b>	Select or unselect by one character to the right of the cursor's current position.
<b>Shift+TAB</b>	Move to the previous option or option group in a dialog box.
<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>Shift+TAB</b>	Select the previous appointment when working in the day/week/month view.
<b>Shift+TAB</b>	When a unit of time on the time scale for days is selected, select the upper time scale (when the lower time scale is selected).
<b>Shift+UP ARROW</b>	Extend the selection to the previous card and unselect cards after the starting point.
<b>Shift+UP ARROW or DOWN ARROW</b>	Extend or reduce the selected time when working in the day/week/month view.
<b>Shift+UP ARROW or Shift+DOWN ARROW</b>	Extend or reduce the selected items by one item when working in a table.
<b>SPACEBAR</b>	Perform the action assigned to the active button, or select or clear the active check box in the dialog box.
<b>SPACEBAR (when the menu bar is active)</b>	when the menu bar is active, display the program Control menu.
<b>TAB</b>	Move to the next option or option group.
<b>TAB</b>	Select a field when moving between fields on a 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.

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<b>TAB</b>	Select the next appointment when working in day/week/month view.
<b>TAB</b>	Move from item to item when working in day/week/month view.
<b>TAB</b>	Select the lower time scale (when the upper time scale is selected) and a unit of time on the time scale for days in selected.
<b>TAB</b>	Select the first item on screen or the first group on screen if items are grouped (when the lower time scale is selected) and a unit of time on the time scale for days in selected.
<b>TAB or Shift+TAB (when a toolbar is active).</b>	When a toolbar is active, select the next or previous button or menu on the toolbar.
<b>LETTER KEY, where you type one or more letters of</b>	Select a specific card in the list.
<b>UP ARROW</b>	Select the previous card.
<b>UP ARROW</b>	Move to the previous line in a multiline field.
<b>UP ARROW</b>	Go to the item above current position when working in a table.
<b>UP ARROW</b>	When a group in a table is selected, select the previous group.
<b>UP ARROW</b>	When a group in a timeline is selected, select the previous group.
<b>UP ARROW</b>	Select the previous block of time when working in day/week/month view.
<b>UP ARROW, DOWN ARROW, PAGE UP, or PAGE DOWN</b>	Scroll through pages when working in Print Preview.
<b>UP, DOWN, LEFT, OR RIGHT ARROW</b>	Move from item to item when working in day/week/month view.
<b>ALT+Shift+UP ARROW or DOWN ARROW, with the cursor</b>	Change an appointment start or end time when working in day/week/month view.
<b>ARROW KEY</b>	Move between options in a selected drop-down menu or dialog box or between some options in a group of options.
<b>ARROW KEY</b>	Move between options in a selected drop-down menu or dialog box or between some options in a group of options; add ENTER to select an option.
<b>CRTL+U</b>	Underline the following text or to underline a selected section of text.
<b>CTRL+ Shift+S</b>	Post selected item to a designated folder.
<b>CTRL+[</b>	Decrease the font size of selected text by 1 point.
<b>CTRL+] ]</b>	Increase the font size of selected text by 1 point when working within a document.
<b>CTRL+A</b>	Select all items in an active folder when working in Windows Explorer-Tree View.
<b>CTRL+A</b>	Select All in a designated area or document.
<b>CTRL+ALT+DELETE</b>	Display the Close Program dialog box in order to close active programs, or to shut down the entire computer system.
<b>CTRL+B</b>	Apply or remove Bold formatting to selected text or document.
<b>CTRL+C or CTRL+INSERT</b>	Copy selected text or items to Windows Clipboard.
<b>CTRL+D</b>	Delete the current selection or item in Outlook.
<b>CTRL+DOWN ARROW</b>	Move to the next card while working in Outlook.
<b>CTRL+DOWN or END</b>	Move to the end of an item while in Print Preview.
<b>CTRL+E</b>	Center the paragraph in which the cursor is positioned within an Outlook document.
<b>CTRL+END</b>	Move to the last card in the list while working in Outlook.
<b>CTRL+END</b>	Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in a group while working in Outlook.
<b>CTRL+ENTER (except WordMail)</b>	Send/post/invite all when working in Outlook.
<b>CTRL+ESC</b>	Display Windows Start menu.
<b>CTRL+F</b>	Forward a selected E-Mail item while working in Outlook.
<b>CTRL+F2</b>	Display the Print Preview dialog box while working in Outlook.
<b>CTRL+HOME</b>	Go to the first card in a list when working in Outlook.
<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 when working in Timeline mode of Outlook.
<b>CTRL+HOME or CTRL+END</b>	Move every item in a selection to the top or bottom of a specified list.
<b>CTRL+I</b>	Apply or remove italic formatting to selected characters.

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<b>CTRL+K (except in WordMail); ALT+K (WordMail only)</b>	Check names.
<b>CTRL+K (WordMail only)</b>	Insert a hyperlink from a document to a specified Web page address.
<b>CTRL+L</b>	Align selected text to the left.
<b>CTRL+LEFT ARROW</b>	Go to the closest card in the previous column while working in Outlook.
<b>CTRL+LEFT ARROW or CTRL+RIGHT ARROW</b>	Move cursor's position one word to the left or right.
<b>CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACE</b>	Select several nonadjacent items when navigating in Outlook Timeline.
<b>CTRL+left mouse button</b>	Edit the address of web page (URL) in a body of text.
<b>CTRL+M, F5</b>	Check for new E-Mail messages.
<b>CTRL+N</b>	Open a New Message dialog box in order to compose and send an E-Mail.
<b>CTRL+P</b>	Display the Print dialog box in order to print the active selection.
<b>CTRL+PAGE DOWN</b>	Move cursor's position to the first card on the next page when working in Outlook.
<b>CTRL+PAGE UP</b>	Go to the first card on the previous page.
<b>CTRL+Q</b>	Mark a selected item as read in Outlook.
<b>CTRL+R</b>	Reply to the active E-Mail.
<b>CTRL+RIGHT ARROW</b>	Go to the closest card in the next column in Outlook.
<b>CTRL+S or Shift+F12</b>	Save active element in Outlook.

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