

Outlook 2002 Keyboard Shortcuts

General

F1	Display the Assistant balloon (if the Assistant is turned off. F1 opens the Help window)
ALT+ the letter underlined in an option	Select an option in a dialog box. select or clear a check box in a dialog box
ALT+A	Switch to the Answer Wizard tab
ALT+C	Switch to the Contents tab in Help
ALT+C	In the Calendar. Accept a Meeting request
ALT+D	In the Calendar. Decline a Meeting request
ALT+DOWN ARROW	In Help. Display more Help topics in the Assistant list
ALT+DOWN ARROW	Open a selected drop-down list in a dialog box
ALT+EQUAL SIGN	Switch to months in the Calendar view
ALT+F4	Close the selected program window. if this is the only open window. closes the program
ALT+HYPHEN SIGN	Switch to weeks in the Calendar view
ALT+I	In Help. switch to the Index tab
ALT+LEFT ARROW	In Help. go to the previous Help topic
ALT+LEFT ARROW	Move selected item to the previous day when multiple days appear
ALT+number	Select a Help topic from the list the Assistant displays. ALT+1 is the first topic. ALT+2 is the second. and so on.
ALT+O	Display the Options menu to access any Help toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar. use the Customize dialog box (point to Toolbars on the View menu and click Customize). To see more buttons. click Toolbar Options at the end of the toolbar.) command.
ALT+O	Display the Format menu
ALT+O. and then press B	Display the previously viewed topic
ALT+O. and then press F	Display the next topic in a previously displayed sequence of topics
ALT+O. and then press H	Return to the specified home page
ALT+O. and then press I	Open the Internet Options dialog box for Microsoft Internet Explorer. where you can change accessibility settings
ALT+O. and then press P	Print all topics in a book or a selected topic only
ALT+O. and then press R	Refresh the topic (useful if you have linked to a Web page)
ALT+O. and then press S	Stop the Help window from opening a Help topic (useful if you want to stop a Web page from downloading)
ALT+O. and then press T	Hide or show the pane with the Contents. Answer Wizard. and Index tabs
ALT+P	Print a print preview
ALT+PAGE DOWN	In the Calendar. go to the last day of the month in Date Navigation
ALT+PAGE UP	In the Calendar. go to the first day of the month in Date Navigation
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard
ALT+RIGHT ARROW	Go to the next Help topic
ALT+RIGHT ARROW	Move selected item to the next day when multiple days appear
ALT+S	Save and Close. Send
ALT+S or ALT+U	Print preview page setup
ALT+SHIFT+TAB	Switch to the previous window
ALT+SPACEBAR	Display the window shortcut menu (Control menu)
ALT+TAB	Switch to the next window
ALT+UP ARROW	Display previous Help topics in the Assistant list
ALT+UP ARROW	Go to the same day in the previous week
ALT+UP ARROW	Move selected item to the same day in the previous week
ALT+UP ARROW	Go to the same day in the previous week in Date Navigation
ALT+UP. DOWN. LEFT. or RIGHT ARROW	Move an appointment up. down. left. or right
ALT+Z	Zoom in print preview

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Arrow keys	Move between options in an open drop-down list. or between options in a group of options in a dialog box
CTRL+U	Underline selected text
CTRL+ COMMA	Next item (with item open)
CTRL+ SHIFT+S	Post to a folder
CTRL+[Decrease font size
CTRL+]	Increase font size
CTRL+A	Select the entire Help topic
CTRL+A	Select all items in Table view
CTRL+B	Add bold to selected text
CTRL+C	Copy the selected items to the Clipboard
CTRL+INSERT	Copy the selected items to the Clipboard
CTRL+D	Delete
CTRL+DOWN ARROW	When a personalized menu is open. display the full set of commands
CTRL+DOWN ARROW	To the next address card
CTRL+E	Center
CTRL+END	To the last address card in the list
CTRL+END	Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group
CTRL+ENTER (Outlook e-mail editor only)	Send/post/invite all
CTRL+ESC	Display the Start menu
CTRL+F	Forward
CTRL+F2	Open print preview
CTRL+F6	When more than one window is open. switch to the next window
CTRL+F7	When a document window is not maximized. performs the Move command (on the Control menu for the window). Use the arrow keys to move the window. and. when finished. press ESC.
CTRL+F8	When a document window is not maximized. performs the Size command (on the Control menu for the window). Use the arrow keys to resize the window. and. when finished. press ESC.
CTRL+F9	Minimize a window to an icon (works only for some Microsoft Office programs)
CTRL+HOME	To the first address card in the list
CTRL+HOME	Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group
CTRL+HOME or CTRL+END (with in-cell editing disabl	Move every item in the selection to the top or bottom in the list order in Table view
CTRL+I	Add italics
CTRL+K (using the Outlook e-mail editor)	Check names
CTRL+K (When using Word as e-mail editor only)	Insert a hyperlink
CTRL+L	Left align
CTRL+LEFT ARROW	Move one word to the left
CTRL+LEFT ARROW	To the closest address card in the previous column
CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACE	Select several nonadjacent items
CTRL+left mouse button	Edit a URL in the body of an item
CTRL+M or F5	Check for new mail
CTRL+N	Open a received message
CTRL+P	Print
CTRL+PAGE DOWN	To the first address card on the next page

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CTRL+PAGE UP	To the first address card on the previous page
CTRL+PERIOD	Previous item (with item open)
CTRL+Q	Mark as read
CTRL+R	Reply to a message
CTRL+RIGHT ARROW	Move one word to the right
CTRL+RIGHT ARROW	In Address Book, to the closest address card in the next column
CTRL+S or SHIFT+F12	Save
CTRL+SHIFT+A	Create an Appointment
CTRL+SHIFT+B	Display the Address Book
CTRL+SHIFT+C	Create a Contact
CTRL+SHIFT+D	Dial a contact
CTRL+SHIFT+DOWN ARROW	Extend the selection to the next address card, regardless of the starting point
CTRL+SHIFT+E	Create a Folder
CTRL+SHIFT+F	Use Advanced Find
CTRL+SHIFT+F6	Switch to the previous window
CTRL+SHIFT+G	Flag for follow-up
CTRL+SHIFT+H	Create a new Office document
CTRL+SHIFT+I	Switch to Inbox
CTRL+SHIFT+J	Create a Journal Entry
CTRL+SHIFT+K	Create a Task
CTRL+SHIFT+L	Create a Distribution List
CTRL+SHIFT+L	Add bullets
CTRL+SHIFT+LEFT ARROW	Select or unselect one word to the left
CTRL+SHIFT+M	Create a Message
CTRL+SHIFT+N	Create a Note
CTRL+SHIFT+O	Switch to Outbox
CTRL+SHIFT+O	Convert an HTML or RTF message to plain text
CTRL+SHIFT+Q	Create a Meeting request
CTRL+SHIFT+R	Reply all to a message
CTRL+SHIFT+RIGHT ARROW	Select or unselect one word to the right
CTRL+SHIFT+S	Create a Post in this folder
CTRL+SHIFT+T	Decrease indent
CTRL+SHIFT+TAB	Switch to the previous tab in a dialog box
CTRL+SHIFT+U	Create a Task Request
CTRL+SHIFT+UP ARROW	Extend the selection to the previous address card, regardless of the starting point
CTRL+SHIFT+V	Move item
CTRL+SHIFT+Y	Copy item
CTRL+SHIFT+Z or CTRL+SPACEBAR	Clear formatting
CTRL+SPACEBAR	Select or unselect the active item in Table view
CTRL+SPACEBAR	Select or unselect the active address card
CTRL+T	Increase indent
CTRL+TAB	Switch to the next tab
CTRL+TAB	Switch to the next tab in a dialog box
CTRL+TAB (with focus on the To line) and then TAB	Choose the account from which to send a message
CTRL+TAB or CTRL+SHIFT+TAB	When a toolbar is selected, select the next or previous toolbar
CTRL+TAB or F6	Move between Calendar, TaskPad, and the Folder List
CTRL+UP ARROW	To the previous address card
CTRL+UP ARROW or CTRL+DOWN	Go to the next or previous item without extending the selection in Table view

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ARROW	
CTRL+V or SHIFT+INSERT	Paste
CTRL+X or SHIFT+DELETE	Cut
CTRL+Y	Go to a different folder
CTRL+Z or ALT+BACKSPACE	Undo
Display and use the Help window	To use the Help window, the Microsoft Office Assistant must be turned off. To turn off the Assistant, press F1 to display the Assistant. Press ALT+O to open the Options tab in the Office Assistant dialog box. Press ALT+U to clear the Use the Office Assistant check box, and then press ENTER. Press F1 to display the Help window.
DOWN ARROW	Select the next book or Help topic
DOWN ARROW	Select the next group
DOWN ARROW	Select the next block of time in Day view
DOWN ARROW	Select the next address card
DOWN ARROW	Move to the next line in a multi-line field
DOWN ARROW	Select the next group
DOWN ARROW or UP ARROW	When a menu or submenu is open, select the next or previous command
END	Move to the end of the entry
END	Select the last group
END	Select the time that ends your work day in Day view
END	Go to the last day of the week
END	Select the last address card in the list
END	Move to the end of a line
END	Select the last item on the timeline (if items are not grouped) or the last item in the group
END	Select the last group on the timeline
ENTER	Perform the action assigned to a default button in a dialog box
ENTER or LEFT ARROW	Collapse the group
ENTER or RIGHT ARROW	Expand the group
ESC	Close an Assistant message or a tip
ESC	Close an open menu. When a submenu is open, close only the submenu.
F1	Display the Help window if the Assistant is turned off. (If the Assistant is turned on, F1 displays the Assistant balloon.)
F10 or ALT	Select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time
F11	Enter a name in the Find a Contact box
F12	Save As
F2	Turn on editing in a field (except icon view)
F3 or CTRL+E	Find items
F4	Search for text in items
F4 or ALT+I	Open the Look in list
F5	Refresh the file list
F6	Switch between the Help topic and the Contents, Answer Wizard, Index pane (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.)
F6 or CTRL+SHIFT+TAB	Switch between the Folder List and the main Outlook window
F7	Check spelling
First letter of an option in a drop-down list	Open the list if it is closed and move to that option in the list of a dialog box
HOME	Move to the beginning of the entry
HOME	Select the first group
HOME	Select the time that begins your work day in Day view

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HOME	Go to the first day of the week
HOME	Select the first address card in the list
HOME	Move to the beginning of a line
HOME	Select the first item on the timeline (if items are not grouped) or the first item in the group
HOME	Select the first group on the timeline
HOME or END	Go to the beginning or end of a Help topic
HOME or END	Select the first or last command on the menu or submenu
LEFT ARROW	Go to the previous day
LEFT ARROW	Select the previous item
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
PAGE DOWN	Go to the item at the bottom of the screen in Table view
PAGE DOWN	Move to the end of a multi-line field
PAGE DOWN	Display the items one screen below the items on screen
PAGE UP	Go to the item at the top of the screen in Table view
PAGE UP	Select the first address card on the current page
PAGE UP	Move to the beginning of a multi-line field
PAGE UP	Display the items one screen above the items on screen
PAGE UP or PAGE DOWN	Scroll toward the beginning or end of a Help topic in large increments
PLUS or MINUS SIGN on the numeric keypad	Expand/collapse a group (with a group selected)
PRINT SCREEN	Copy a picture of the screen to the Clipboard
RIGHT ARROW	Select the first item on screen in an expanded group or the first item off screen to the right
RIGHT ARROW	Go to the next day
RIGHT ARROW	Select the closest address card in the next column
RIGHT ARROW	Move to the next character in a field
RIGHT ARROW	Select the next item
RIGHT ARROW	Move forward in increments of time that are the same as those shown on the time scale. when a unit of time on the time scale for days is selected
SHIFT+DOWN ARROW	When a menu is selected, display the list of commands
SHIFT+DOWN ARROW	Extend the selection to the next address card and unselect address cards before the starting point
SHIFT+END	Select from the insertion point to the end of the entry
SHIFT+END	Extend the selection to the last address card in the list
SHIFT+ENTER	Move to the previous field without leaving the active card
SHIFT+F1	Display ScreenTip for the active element
SHIFT+F10	Display a shortcut menu
SHIFT+F3	Switch case (with text selected)
SHIFT+F4	Find next during text search
SHIFT+F6	Move to a pane from another pane in the program window (counterclockwise direction)
SHIFT+HOME	Select from the insertion point to the beginning of the entry
SHIFT+HOME	Extend the selection to the first address card in the list
SHIFT+LEFT ARROW	Select or unselect one character to the left
SHIFT+LEFT ARROW or SHIFT+RIGHT ARROW	Select several adjacent items
SHIFT+left mouse button	Specify a Web browser
SHIFT+LEFT, RIGHT, UP, or DOWN ARROW, or SHIFT+HOME	Change the duration of the selected block of time
SHIFT+PAGE DOWN	Extend the selection to the last address card on the last page

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SHIFT+PAGE UP	Extend the selection to the first address card on the previous page
SHIFT+RIGHT ARROW	Select or unselect one character to the right
SHIFT+TAB	Select the previous hidden text, hyperlink, Show All, or Hide All
SHIFT+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article.
SHIFT+TAB	Move to the previous option or option group in a dialog box
SHIFT+TAB	Select the previous appointment
SHIFT+TAB	Move to the previous field and, from the first field of a card, move to the last field in the previous card
SHIFT+TAB	When the lower time scale is selected, select the upper time scale
SHIFT+UP ARROW	Extend the selection to the previous address card and unselect address cards after the starting point
SHIFT+UP ARROW or DOWN ARROW	Extend or reduce the selected time in Day view
SHIFT+UP ARROW or SHIFT+DOWN ARROW	Extend or reduce the selected items by one item in Table view
SPACEBAR	Perform the action assigned to the selected button in a dialog box, check or clear the selected check box in a dialog box
TAB	Select Show All or Hide All at the top of a topic, the next hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article.
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
TAB	Move to the next option or option group in a dialog box
TAB	Move between options or areas in the dialog box
TAB	Move to the next field and, from the last field of a card, move to the first field in the next card
TAB	When the upper time scale is selected, select the lower time scale
TAB	When the lower time scale is selected, select the first item on screen or the first group on screen if items are grouped
TAB or SHIFT+TAB	When a toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the Customize dialog box (point to Toolbars on the View menu and click Customize). To see more buttons, click Toolbar Options at the end of the toolbar.) is selected, select the next or previous button or menu on the toolbar.
To use the following keys, make sure a card is sel	n/a
To use the following keys, make sure a field in a	n/a
Type one or more letters of the name the card is f	Select a specific card in the list
UP ARROW	Select the previous book or Help topic
UP ARROW	Select the previous group
UP ARROW	Select the previous block of time in Day view
UP ARROW	Select the previous address card
UP ARROW	Move to the previous line in a multi-line field
UP ARROW or DOWN ARROW	Scroll toward the beginning or end of a Help topic
Use the Ask a Question box	Press F10 or ALT to select the menu bar, and then press TAB until the insertion point appears in the Ask a Question box. Type your question, and then press ENTER. To select a topic, use the UP or DOWN arrow keys, and then press ENTER to open the topic in the Help window. To select the next or previous set of topics in the Microsoft Office Assistant balloon, select See more or See previous, and then press ENTER.
Use the Contents, Answer Wizard, and Index panes	Press F6 to switch from the Help topic to the Contents, Answer Wizard, Index pane (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.).
Use the Help topic pane	Press F6 to switch from the Contents, Answer Wizard, Index pane (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.) to the open Help topic.
Use the Open, Save As, and Insert File dialog boxe	The Open, Save As, and Insert File dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the Use dialog boxes and Use edit boxes within

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	dialog boxes sections in this topic.) These dialog boxes also support the shortcuts below.
With the cursor in the appointment. ALT+SHIFT+UP A	Change an appointment start or end time
With the cursor in the appointment. ALT+UP ARROW o	Move an appointment

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