

# Outlook 2002 Keyboard Shortcuts

## General

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

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<b>Arrow keys</b>	Move between options in an open drop-down list. or between options in a group of options in a dialog box
<b>CTRL+U</b>	Underline selected text
<b>CTRL+ COMMA</b>	Next item (with item open)
<b>CTRL+ SHIFT+S</b>	Post to a folder
<b>CTRL+[</b>	Decrease font size
<b>CTRL+]</b>	Increase font size
<b>CTRL+A</b>	Select the entire Help topic
<b>CTRL+A</b>	Select all items in Table view
<b>CTRL+B</b>	Add bold to selected text
<b>CTRL+C</b>	Copy the selected items to the Clipboard
<b>CTRL+INSERT</b>	Copy the selected items to the Clipboard
<b>CTRL+D</b>	Delete
<b>CTRL+DOWN ARROW</b>	When a personalized menu is open. display the full set of commands
<b>CTRL+DOWN ARROW</b>	To the next address card
<b>CTRL+E</b>	Center
<b>CTRL+END</b>	To the last address card in the list
<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
<b>CTRL+ENTER (Outlook e-mail editor only)</b>	Send/post/invite all
<b>CTRL+ESC</b>	Display the Start menu
<b>CTRL+F</b>	Forward
<b>CTRL+F2</b>	Open print preview
<b>CTRL+F6</b>	When more than one window is open. switch to the next window
<b>CTRL+F7</b>	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.
<b>CTRL+F8</b>	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.
<b>CTRL+F9</b>	Minimize a window to an icon (works only for some Microsoft Office programs)
<b>CTRL+HOME</b>	To the first address card in the list
<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+HOME or CTRL+END (with in-cell editing disabl</b>	Move every item in the selection to the top or bottom in the list order in Table view
<b>CTRL+I</b>	Add italics
<b>CTRL+K (using the Outlook e-mail editor)</b>	Check names
<b>CTRL+K (When using Word as e-mail editor only)</b>	Insert a hyperlink
<b>CTRL+L</b>	Left align
<b>CTRL+LEFT ARROW</b>	Move one word to the left
<b>CTRL+LEFT ARROW</b>	To the closest address card in the previous column
<b>CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACE</b>	Select several nonadjacent items
<b>CTRL+left mouse button</b>	Edit a URL in the body of an item
<b>CTRL+M or F5</b>	Check for new mail
<b>CTRL+N</b>	Open a received message
<b>CTRL+P</b>	Print
<b>CTRL+PAGE DOWN</b>	To the first address card on the next page

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

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<b>ARROW</b>	
<b>CTRL+V or SHIFT+INSERT</b>	Paste
<b>CTRL+X or SHIFT+DELETE</b>	Cut
<b>CTRL+Y</b>	Go to a different folder
<b>CTRL+Z or ALT+BACKSPACE</b>	Undo
<b>Display and use the Help window</b>	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.
<b>DOWN ARROW</b>	Select the next book or Help topic
<b>DOWN ARROW</b>	Select the next group
<b>DOWN ARROW</b>	Select the next block of time in Day view
<b>DOWN ARROW</b>	Select the next address card
<b>DOWN ARROW</b>	Move to the next line in a multi-line field
<b>DOWN ARROW</b>	Select the next group
<b>DOWN ARROW or UP ARROW</b>	When a menu or submenu is open, select the next or previous command
<b>END</b>	Move to the end of the entry
<b>END</b>	Select the last group
<b>END</b>	Select the time that ends your work day in Day view
<b>END</b>	Go to the last day of the week
<b>END</b>	Select the last address card in the list
<b>END</b>	Move to the end of a line
<b>END</b>	Select the last item on the timeline (if items are not grouped) or the last item in the group
<b>END</b>	Select the last group on the timeline
<b>ENTER</b>	Perform the action assigned to a default button in a dialog box
<b>ENTER or LEFT ARROW</b>	Collapse the group
<b>ENTER or RIGHT ARROW</b>	Expand the group
<b>ESC</b>	Close an Assistant message or a tip
<b>ESC</b>	Close an open menu. When a submenu is open, close only the submenu.
<b>F1</b>	Display the Help window if the Assistant is turned off. (If the Assistant is turned on, F1 displays the Assistant balloon.)
<b>F10 or ALT</b>	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
<b>F11</b>	Enter a name in the Find a Contact box
<b>F12</b>	Save As
<b>F2</b>	Turn on editing in a field (except icon view)
<b>F3 or CTRL+E</b>	Find items
<b>F4</b>	Search for text in items
<b>F4 or ALT+I</b>	Open the Look in list
<b>F5</b>	Refresh the file list
<b>F6</b>	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.)
<b>F6 or CTRL+SHIFT+TAB</b>	Switch between the Folder List and the main Outlook window
<b>F7</b>	Check spelling
<b>First letter of an option in a drop-down list</b>	Open the list if it is closed and move to that option in the list of a dialog box
<b>HOME</b>	Move to the beginning of the entry
<b>HOME</b>	Select the first group
<b>HOME</b>	Select the time that begins your work day in Day view

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<b>HOME</b>	Go to the first day of the week
<b>HOME</b>	Select the first address card in the list
<b>HOME</b>	Move to the beginning of a line
<b>HOME</b>	Select the first item on the timeline (if items are not grouped) or the first item in the group
<b>HOME</b>	Select the first group on the timeline
<b>HOME or END</b>	Go to the beginning or end of a Help topic
<b>HOME or END</b>	Select the first or last command on the menu or submenu
<b>LEFT ARROW</b>	Go to the previous day
<b>LEFT ARROW</b>	Select the previous item
<b>LEFT ARROW or RIGHT ARROW</b>	Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.
<b>LEFT ARROW or RIGHT ARROW</b>	Move one character to the left or right
<b>PAGE DOWN</b>	Go to the item at the bottom of the screen in Table view
<b>PAGE DOWN</b>	Move to the end of a multi-line field
<b>PAGE DOWN</b>	Display the items one screen below the items on screen
<b>PAGE UP</b>	Go to the item at the top of the screen in Table view
<b>PAGE UP</b>	Select the first address card on the current page
<b>PAGE UP</b>	Move to the beginning of a multi-line field
<b>PAGE UP</b>	Display the items one screen above the items on screen
<b>PAGE UP or PAGE DOWN</b>	Scroll toward the beginning or end of a Help topic in large increments
<b>PLUS or MINUS SIGN on the numeric keypad</b>	Expand/collapse a group (with a group selected)
<b>PRINT SCREEN</b>	Copy a picture of the screen to the Clipboard
<b>RIGHT ARROW</b>	Select the first item on screen in an expanded group or the first item off screen to the right
<b>RIGHT ARROW</b>	Go to the next day
<b>RIGHT ARROW</b>	Select the closest address card in the next column
<b>RIGHT ARROW</b>	Move to the next character in a field
<b>RIGHT ARROW</b>	Select the next item
<b>RIGHT ARROW</b>	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
<b>SHIFT+DOWN ARROW</b>	When a menu is selected, display the list of commands
<b>SHIFT+DOWN ARROW</b>	Extend the selection to the next address card and unselect address cards before the starting point
<b>SHIFT+END</b>	Select from the insertion point to the end of the entry
<b>SHIFT+END</b>	Extend the selection to the last address 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 element
<b>SHIFT+F10</b>	Display a shortcut menu
<b>SHIFT+F3</b>	Switch case (with text selected)
<b>SHIFT+F4</b>	Find next during text search
<b>SHIFT+F6</b>	Move to a pane from another pane in the program window (counterclockwise direction)
<b>SHIFT+HOME</b>	Select from the insertion point to the beginning of the entry
<b>SHIFT+HOME</b>	Extend the selection to the first address card in the list
<b>SHIFT+LEFT ARROW</b>	Select or unselect one character to the left
<b>SHIFT+LEFT ARROW or SHIFT+RIGHT ARROW</b>	Select several adjacent items
<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
<b>SHIFT+PAGE DOWN</b>	Extend the selection to the last address card on the last page

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<b>SHIFT+PAGE UP</b>	Extend the selection to the first address card on the previous page
<b>SHIFT+RIGHT ARROW</b>	Select or unselect one character to the right
<b>SHIFT+TAB</b>	Select the previous hidden text, hyperlink, Show All, or Hide All
<b>SHIFT+TAB</b>	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article.
<b>SHIFT+TAB</b>	Move to the previous option or option group in a dialog box
<b>SHIFT+TAB</b>	Select the previous appointment
<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>	When the lower time scale is selected, select the upper time scale
<b>SHIFT+UP ARROW</b>	Extend the selection to the previous address card and unselect address cards after the starting point
<b>SHIFT+UP ARROW or DOWN ARROW</b>	Extend or reduce the selected time in Day view
<b>SHIFT+UP ARROW or SHIFT+DOWN ARROW</b>	Extend or reduce the selected items by one item in Table view
<b>SPACEBAR</b>	Perform the action assigned to the selected button in a dialog box, check or clear the selected check box in a dialog box
<b>TAB</b>	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.
<b>TAB</b>	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
<b>TAB</b>	Move to the next option or option group in a dialog box
<b>TAB</b>	Move between options or areas in the dialog box
<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>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
<b>TAB or SHIFT+TAB</b>	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.
<b>To use the following keys, make sure a card is sel</b>	n/a
<b>To use the following keys, make sure a field in a</b>	n/a
<b>Type one or more letters of the name the card is f</b>	Select a specific card in the list
<b>UP ARROW</b>	Select the previous book or Help topic
<b>UP ARROW</b>	Select the previous group
<b>UP ARROW</b>	Select the previous block of time in Day view
<b>UP ARROW</b>	Select the previous address card
<b>UP ARROW</b>	Move to the previous line in a multi-line field
<b>UP ARROW or DOWN ARROW</b>	Scroll toward the beginning or end of a Help topic
<b>Use the Ask a Question box</b>	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.
<b>Use the Contents, Answer Wizard, and Index panes</b>	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. ).
<b>Use the Help topic pane</b>	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.
<b>Use the Open, Save As, and Insert File dialog boxe</b>	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.
<b>With the cursor in the appointment. ALT+SHIFT+UP A</b>	Change an appointment start or end time
<b>With the cursor in the appointment. ALT+UP ARROW o</b>	Move an appointment

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