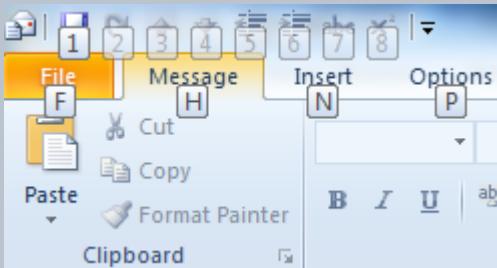


## **Shortcuts using ALT key**

In Outlook 2007 and 2010 you can use the ALT key to display all available shortcuts in Outlook. Press ALT while viewing your Inbox or inside an open e-mail message. 'Keytips' will be displayed in a square next to the applicable Tab or Command.

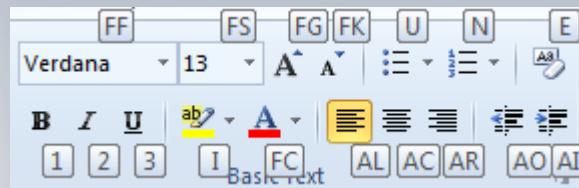
This image shows the 'Keytips' displayed next to the Tabs in an Outlook e-mail message.



File	Menu	ALT + F
Message		ALT + H
Insert		ALT + I
Options		ALT + P
Format	Text	ALT + O
Review	(2010)	ALT + V
Developer	(2007)	ALT + L

*Once you select the appropriate Tab, the 'Keytips will be displayed next to each command in that Tab.z*

This image shows the 'Keytips' displayed next to each command in the Home Tab.



Highlight  
Font Color  
Decrease Indent  
Increase Indent  
Bulleted List  
Numbered List  
Clear Formatting

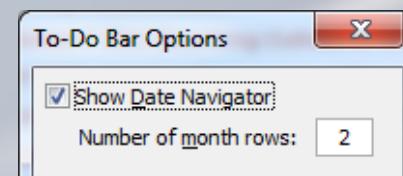
## Turn on the To-Do Bar in Outlook

1. Left click "View" tab.
  2. Left click "To-Do Bar".
  3. Left click "Normal".



## **Set 2 month 'Date Navigator'**

1. Left click "To-Do Bar".
  2. Left click "Options".
  3. Change 'Date Navigator' to 2 months
  4. Left click "OK".



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# Microsoft Outlook® Shortcut Reference

*These shortcuts work in Outlook 2010 & 2010,  
some will work in Outlook 2003, but not all.*

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Using your smartphone or tablet, scan this QR code.  
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## Calendar Shortcuts

New Appointment	CTRL + SHIFT + A
New Meeting Request	CTRL + SHIFT + Q
Reply to Meeting Request with Message	CTRL + SHIFT + R
Set up Recurrence	CTRL + G
Go to date	CTRL + G
Day view	CTRL + ALT + 1
Work week view	CTRL + ALT + 2
Week view	CTRL + ALT + 3
Month view	CTRL + ALT + 4
Schedule view	CTRL + ALT + 5
Go to next day	CTRL + RIGHT ARROW
Go to previous day	CTRL + LEFT ARROW
Go to start of week	ALT + HOME
Go to end of week	ALT + END
Go to next week	ALT + ARROW DOWN
Go to previous week	ALT + ARROW UP
Go to next month	ALT + PAGE DOWN
Go to previous month	ALT + PAGE UP
Go to next appt (with appointment open)	CTRL + SHIFT + PERIOD
Go to previous appt (with appointment open)	CTRL + SHIFT + COMMA

## Contact Shortcuts

New Contact	CTRL + SHIFT + C
Create new Distribution List/Group	CTRL + SHIFT + L
Find Contact or other item	F3
Search Address Books	F11
Open Address Book	CTRL + SHIFT + B
Advanced Find	CTRL + SHIFT + F

## Navigation Shortcuts

Go to Mail	CTRL + 1
Go to Calendar	CTRL + 2
Go to Contacts	CTRL + 3
Go to Inbox	CTRL + SHIFT + I
Go to Outbox	CTRL + SHIFT + O
Display Folders in Navigation Pane	CTRL + 6
Go to next message (with message open)	CTRL + PERIOD
Go to previous message (with message open)	CTRL + COMMA
Go to Folder	CTRL + Y
Go to Search	F3
Go to Search	CTRL + E
Advance to next field (To, Cc, etc.)	Tab
Back up one field (To, Cc, etc.)	SHIFT + Tab
Search for text in current E-mail	F4
Close current Outlook Item	ESC

## Microsoft Outlook Shortcuts

### E-mail "Speed Keys"

Delete current message	CTRL + D
Forward e-mail	CTRL + F
Reply to e-mail	CTRL + R
Reply to all	CTRL + SHIFT + R
Send current e-mail message	CTRL + ENTER
Move message to folder	CTRL + SHIFT + V
Previous message	CTRL + <
Next message	CTRL + >
Save current message in Documents	F12

(2007: Save As Type = Outlook Message Format-Unicode)

### General Outlook Shortcuts

Create Message (anywhere in Outlook)	CTRL + SHIFT + M
Open Message	CTRL + O
Mark as Read	CTRL + Q
Mark as Unread	CTRL + U
Check for new messages	F9
Check for new messages	CTRL + M
Display Send/Receive progress	CTRL + B
Create Follow up Flag	CTRL + SHIFT + G
Open Address Book	CTRL + SHIFT + B
Send	CTRL + ENTER
Save As	F12
Delete (Move to Deleted Items)	CTRL + D
Print Preview/Print	CTRL + P
Copy and Save to Folder	CTRL + SHIFT + Y
Move to Folder	CTRL + SHIFT + V
Check Names <small>(Outlook 2013)</small>	ALT + H, M
Check Names <small>(Outlook '07 &amp; '10)</small>	CTRL + K
Spell Check	F7
Forward	CTRL + F
Forward as Attachment	CTRL + ALT + F
Reply	CTRL + R
Reply to all	CTRL + SHIFT + R
Undo	CTRL + Z
Redo	CTRL + Y
Mark message 'not junk'	CTRL + ALT + J
Create Folder	CTRL + SHIFT + E
Create New	CTRL + N

In Mail creates New Message  
In Calendar creates New Appointment  
In Contacts creates New Contact

## Working with Text

Spell Check	SHIFT + F7
Thesaurus	CTRL + B
Bold	CTRL + I
Italics	CTRL + U
Underline	CTRL + E
Center text	CTRL + L
Left align	CTRL + R
Right align	CTRL + T
Bulleted List	CTRL + SHIFT + L
Reorder bulleted list	CTRL + ALT + ↑ or ↓
Apply 'Normal' Style	CTRL + SHIFT + N
Switch case	SHIFT + F3
All capitals	CTRL + SHIFT + A
Small capitals	CTRL + SHIFT + K
Apply normal style	CTRL + SHIFT + N
Increase indent	CTRL + T
Decrease indent	CTRL + SHIFT + T
Increase font size	CTRL + SHIFT + >
Decrease font size	CTRL + SHIFT + <
Clear formatting	CTRL + SHIFT + Z
Subscript	CTRL + =
Superscript	CTRL + SHIFT + =
Highlight	CTRL + ALT + H

## Shortcuts using the Mouse

- Double left click to select a word
- Triple left click to select a sentence or paragraph
- Hold down CTRL key and scroll mouse wheel to zoom
- Highlight text and drag with mouse to move text
- Highlight text, hold down CTRL key, and drag to copy text to new location
- Place cursor at beginning of paragraph, hold down SHIFT key, and left click at end of paragraph, entire paragraph will be highlighted
- Hold down ALT key while highlighting text, this allows you to highlight columns of text

## Using Search in Outlook

- Search for e-mails by:
- ✓ Sender Name
  - ✓ Subject
  - ✓ Key words in e-mail
  - ✓ Enter more information to refine your search
  - ✓ Default search is "Current Folder"
  - ✓ If you don't find what you are looking for, left click "Try searching again in All Mail items"

[Did you find what you were searching for?](#)

[Try searching again in All Mail Items.](#)