

<b>MS Outlook Keyboard Shortcuts</b>	
Ctrl-Shift-F	Advanced Find
Ctrl-B	Bold (Contacts notes section)
Ctrl-B	Bold (RichText or HTML mail)
F9 (Outlook 2003)	Check for new mail
F5 (Outlook 2000,2002)	Check for new mail
Alt-F4	Close a window
Esc	Close a window
Ctrl-C	Copy
Ctrl-Shift-A	Create Appointment
Ctrl-Shift-C	Create Contact
Ctrl-Shift-G	Create Flag for follow-up
Ctrl-Shift-E	Create Folder
Ctrl-Shift-Q	Create Meeting Request
Ctrl-Shift-M	Create Message
Ctrl-Shift-N	Create Note
Ctrl-Shift-K	Create Task
Ctrl-Shift-U	Create Task Request
Ctrl-X	Cut
Ctrl-D	Delete opened item
- (Numeric keypad)	Folder List - Collapse selected folder
* (Numeric keypad)	Folder List - Expand selected folder
Ctrl-Y	Folder List - Open
Ctrl-F	Forward selected mail
Ctrl-I	Italics (Contacts notes section)
Ctrl-I	Italics (RichText or HTML mail)
Ctrl-Q	Mark item as read
PgDn	Move down one screen
Home	Move to first item
End	Move to last item
PgUp	Move up one screen
Ctrl-N	Create new default item
F11	Open "Find a Contact"
Alt-I	Open "Look In"
Ctrl-O	Open selected item
Enter	Open selected item
Ctrl-V	Paste
Ctrl-P	Print
Ctrl->	Read next email
Ctrl-<	Read previous email
Ctrl-Y	Redo (within text field)
Alt-K	Remove last semi-colon from mail addressee
Ctrl-R	Reply to selected message
Ctrl-S	Save
Ctrl-A	Select all items
Ctrl-Shift-Home	Select to first item
Ctrl-Shift-End	Select to last item
Ctrl-Enter	Send email message
F7	Spell check open item
Ctrl-Shift-I	Switch to Inbox
Ctrl-Shift-O	Switch to Outbox
Ctrl-U	Underline (Contacts notes section)
Ctrl-U	Underline (RichText or HTML mail)
Ctrl-Z	Undo



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