

KEYBOARD SHORTCUTS*

General Keyboard Shortcuts

CTRL+ C (Copy)
CTRL+ X (Cut)
CTRL+ V (Paste)
CTRL+ Z (Undo)
DELETE (Delete)
SHIFT+ DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
ESC (Cancel the current task)
CTRL while dragging an item (Copy the selected item)
CTRL+ SHIFT while dragging an item (Create a shortcut to the selected item)
CTRL+ RIGHT ARROW (Move the insertion point to the beginning of the next word)
CTRL+ LEFT ARROW (Move the insertion point to the beginning of the previous word)
CTRL+ DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
CTRL+ UP ARROW (Move the insertion point to the beginning of the previous paragraph)
CTRL+ SHIFT with any of the arrow keys (Highlight a block of text)
SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
CTRL+ A (Select all)
ALT+ ENTER (View the properties for the selected item)
ALT + F4 (Close the active item, or quit the active program)
ALT+ENTER (Display the properties of the selected object)
ALT+ SPACEBAR (Open the shortcut menu for the active window)
CTRL+ F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
ALT+ TAB (Switch between the open items)

General Keyboard Shortcuts (cont.)

ALT+ESC (Cycle through items in the order that they had been opened)
SHIFT+F10 (Display the shortcut menu for the selected item)
ALT+SPACEBAR (Display the System menu for the active window)
CTRL+ESC (Display the Start menu)
RIGHT ARROW (Open the next menu to the right, or open a submenu)
LEFT ARROW (Open the next menu to the left, or close a submenu)
BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
F1 key (Display Help)
F2 key (Rename the selected item)
F3 key (Search for a file or a folder)
F5 key (Update the active window)
F6 key (Cycle through the screen elements in a window or on the desktop)
F10 key (Activate the menu bar in the active program)

Microsoft Natural Keyboard Shortcuts

Windows Logo (Display or hide the Start menu)
Windows Logo + BREAK (Display the System Properties dialog box)
Windows Logo + D (Display the desktop)
Windows Logo + M (Minimize all of the windows)
Windows Logo + SHIFT+ M (Restore the minimized windows)
Windows Logo + E (Open My Computer)
Windows Logo + F (Search for a file or a folder)
Windows Logo + F1 (Display Windows Help)
Windows Logo + L (Lock the keyboard)
Windows Logo + R (Open the Run dialog box)

Microsoft Internet Explorer Navigation

CTRL+ B (Open the Organize Favorites dialog box)
CTRL+ E (Open the Search bar)
CTRL+ F (Start the Find utility)
CTRL+ H (Open the History bar)
CTRL+ I (Open the Favorites bar)
CTRL+ L (Open the Open dialog box)
CTRL+ N (Start another instance of the browser with the same Web address)
CTRL+ O (Open the Open dialog box, the same as CTRL+L)
CTRL+ P (Open the Print dialog box)
CTRL+ R (Update the current Web page)
CTRL+ W (Close the current window)

Outlook Shortcuts (for basic navigation)

CTRL+ COMMA
Next item (with item open)
CTRL+PERIOD
Previous item (with item open)
F6 or CTRL+SHIFT+TAB
Switch between the Folder List and the main Outlook window
CTRL+Y
Go to a different folder

Outlook Shortcut (to create an item or file)

CTRL+SHIFT+ A
Appointment
CTRL+SHIFT+ C
Contact
CTRL+SHIFT+ L
Distribution list
CTRL+SHIFT+ E
Folder
CTRL+SHIFT+ J
Journal entry
CTRL+SHIFT+ Q
Meeting request
CTRL+SHIFT+ M
Message
CTRL+SHIFT+ N
Note
CTRL+SHIFT+S
Post in this folder
CTRL+SHIFT+K
Task

Outlook Shortcuts (for all items)

CTRL+S or SHIFT+ F12
Save
ALT+ S
Save and Close, Send
F12
Save As
CTRL+ Z or ALT+ BACKSPACE
Undo
CTRL+ D
Delete
CTRL+ P
Print
CTRL+SHIFT+ Y
Copy item
CTRL+SHIFT+ V
Move item
CTRL+ K (using the Outlook e-mail editor)
Check names
F7
Check spelling
CTRL+ SHIFT+ G
Flag for follow-up
CTRL+ F
Forward
F3 or CTRL+E
Find items
F4
Search for text in items
SHIFT+F4
Find next during text search

Outlook Shortcuts (E-mail only)

CTRL+ SHIFT+ I
Switch to Inbox
CTRL+ SHIFT+ O
Switch to Outbox
CTRL+ R
Reply to a message
CTRL+ HIFT+R
Reply all to a message
CTRL+ SHIFT+ S
Post to a folder
CTRL+ M or F5
Check for new mail
CTRL+ N
Open a received message
CTRL+ SHIFT+ B
Display the Address Book
CTRL+ Q
Mark as read

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