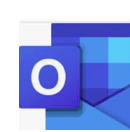


Be More Efficient in Outlook with Keyboard Shortcuts



Navigation

- Ctrl + 1: Mail
- Ctrl + 2: Calendar
- Ctrl + 3: Contacts
- Ctrl + 4 : Tasks
- Ctrl + 5: Notes
- Ctrl + G: Go to Date
- Alt + PgUp : 4 weeks forward
- Alt + PgDn : 4 weeks before
- Ctrl period (.) : switch to next open message
- Ctrl comma (,) : Switch previous message
- Ctrl T: Today

Functionality

- Ctrl N: Create new item
- Ctrl Shift M: New message
- Ctrl Shift K: New Task
- Ctrl Shift A: New Appointment
- Ctrl E: Search for an item
- Ctrl M; Check for new messages
- Ctrl Shift X : Create a fax
- Ctrl Shift E : Create a folder
- Ctrl Shift Q: Create a Meeting Request
- Ctrl Shift N: Create a Note
- Ctrl Shift P: Create a Search Folder
- Ctrl Z: Undo
- Ctrl Y: Redo

Formatting Text on Body Box

- Ctrl B: Bold
- Ctrl U: Underline
- Ctrl I: Italic
- Ctrl]: Increase Font size
- Ctrl [: Decrease Font size
- Shift F3: Change Case
- Shift F3: All letters as capitals
- Ctrl Shift W: Underline words only
- Ctrl Shift D: Double-underline text
- Ctrl Shift K: All letters small caps
- Ctrl D: Open Font dialog box
- Ctrl Shift Q: Change selected text to symbols
- Ctrl Shift C: copy formatting from text
- Ctrl Shift V: Apply copied formatting to text



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FOLD HERE AND GLUE IT TO THE OTHER END