



Microsoft Outlook 2007: Common Keyboard Shortcuts

How to perform common tasks using shortcuts

Introduction

With the redesign of Outlook 2007, the Ribbon replaced Outlook 2003's menus and toolbar. Most Outlook 2003 menu access keys still work. However, you'll need to know the full shortcut from memory since no on-screen reminders exist. The following keyboard shortcuts refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For more shortcuts, please visit Microsoft's training website at <http://office.microsoft.com/en-us/Outlook/HP100913941033.aspx>.

Common Keyboard Shortcuts

If you want to ...	Press
Create a new database.	CTRL+N
Open an existing database.	CTRL+O
Save a database object.	CTRL+S
Find text.	CTRL+F
Print the current or selected object.	CTRL+P
Copy the selected object.	CTRL+C
Cut the selected object.	CTRL+X
Paste object.	CTRL+V
Move to the next field	TAB (or RIGHT ARROW)
Move to the previous field	SHIFT+TAB (or LEFT ARROW)
Insert the current date	CTRL+SEMICOLON (;)
Insert the current time	CTRL+SHIFT+COLON (:)
Insert the default value for a field	CTRL+ALT+SPACEBAR
Insert the value from the same field in the previous record	CTRL+APOSTROPHE (')
Add a new record	CTRL+PLUS SIGN (+)
Select all records	CTRL+A (or CTRL+SHIFT+SPACEBAR)
Switch between the values in a check box or option button	SPACEBAR
Insert a new line	CTRL+ENTER
Get Help or visit Microsoft Office Online.	F1
Check spelling	F7
Show KeyTips.	F10