

Outlook Shortcuts — OfficeHelper

Free reference • OfficeHelper • Always verify version/platform-specific behavior

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+A	Select all
Ctrl+F	Find
Ctrl+H	Find and replace
Ctrl+P	Print
Ctrl+S	Save
Ctrl+N	New file
Ctrl+O	Open
Ctrl+W	Close
Ctrl+Shift+S	Save As
Ctrl+K	Insert hyperlink
Ctrl+Home	Go to beginning
Ctrl+End	Go to end
Ctrl+Left	Move one word left
Ctrl+Right	Move one word right
Ctrl+Backspace	Delete previous word
Ctrl+Delete	Delete next word
Shift+Home	Select to line start
Shift+End	Select to line end
Ctrl+Shift+Left	Select previous word
Ctrl+Shift+Right	Select next word
F1	Help
F4	Repeat last action where supported
F5	Go To / refresh where supported
F7	Spelling/grammar check where supported
F10	KeyTips
Esc	Cancel current action
Enter	Confirm
Tab	Next field/cell
Shift+Tab	Previous field/cell
Ctrl+Shift+V	Paste Special / formatting-aware paste
Ctrl+Shift+M	New email
Ctrl+R	Reply
Ctrl+Shift+R	Reply all
Ctrl+F	Forward
Ctrl+Shift+A	New appointment
Ctrl+Shift+Q	New meeting
Ctrl+Shift+K	New task
Ctrl+Shift+C	New contact
Ctrl+1	Mail
Ctrl+2	Calendar
Ctrl+3	People/Contacts
Ctrl+4	Tasks
Ctrl+5	Notes
Ctrl+E	Search
Ctrl+Shift+F	Advanced Find
Ctrl+Shift+I	Inbox
Ctrl+Shift+O	Outbox
Ctrl+Shift+J	Junk Email

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Ctrl+Q	Mark read
Ctrl+U	Mark unread
Ctrl+Shift+V	Move to folder
Alt+S	Send
Ctrl+Enter	Send
Delete	Delete
Shift+Delete	Permanent delete
F9	Send/Receive
Ctrl+M	Send/Receive all
Ctrl+Shift+B	Address Book
Ctrl+K	Check names
Ctrl+Shift+G	Follow up
Insert	Flag
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+N	New item
Ctrl+O	Open item
Ctrl+W	Close item
Alt+H	Home tab
Alt+V	View tab
Alt+Q	Search
Ctrl+Shift+I	Inbox
Ctrl+Shift+O	Outbox
Ctrl+Shift+M	New message
Ctrl+Shift+S	Save As
Ctrl+Shift+P	Print
Ctrl+Shift+U	Mark unread
Ctrl+Shift+E	Move to folder
Ctrl+Shift+F	Forward as attachment
Ctrl+Shift+L	Flag message
Ctrl+Shift+N	New folder
Ctrl+Shift+T	New task
Ctrl+Shift+Y	Copy to folder
Ctrl+Shift+V	Move to folder
Ctrl+Shift+K	New task
Ctrl+Shift+Q	New meeting
Ctrl+Shift+A	New appointment
Ctrl+Shift+C	New contact
Ctrl+Shift+J	Junk
Ctrl+Shift+G	Flag/follow up
Alt+H,M,V	Move message
Alt+H,R,P	Reply
Alt+H,R,A	Reply all
Alt+H,F,W	Forward
Alt+H,N	New email
Alt+H,S	Send
Alt+H,D	Delete
Alt+H,A	Archive
Alt+H,U	Mark unread
Alt+H,M	Move
Alt+H,C	Categorize
Alt+H,F	Follow up
Alt+W	View
Alt+S	Send/Receive
Alt+J	Folder

Outlook Shortcuts — OfficeHelper

Alt+Q	Search
F2	Edit current item
F3	Find next
F6	Cycle panes
F8	Extend selection where supported
F11	Full screen/chart where supported
F12	Save As where supported
Ctrl+F1	Collapse/expand ribbon
Ctrl+Shift+F1	Full screen / ribbon toggle where supported
Alt+F1	Create chart where supported
Alt+F2	Save As where supported
Ctrl+Shift+Tab	Previous tab/window
Ctrl+Tab	Next tab/window
Alt+Left	Back
Alt+Right	Forward
Ctrl+Esc	Start menu
Alt+Space	Window menu
Shift+F10	Context menu
Alt+Enter	Properties/details where supported
Ctrl+Shift+Esc	Task Manager
PrintScreen	Screenshot
Alt+PrintScreen	Active-window screenshot
Alt+Shift+A	Application shortcut; exact action varies by Office app/version
Alt+Shift+B	Application shortcut; exact action varies by Office app/version
Alt+Shift+C	Application shortcut; exact action varies by Office app/version
Ctrl+Shift+D	Application shortcut; exact action varies by Office app/version
Alt+Shift+D	Application shortcut; exact action varies by Office app/version
Alt+Shift+E	Application shortcut; exact action varies by Office app/version
Alt+Shift+F	Application shortcut; exact action varies by Office app/version
Alt+Shift+G	Application shortcut; exact action varies by Office app/version
Ctrl+Shift+H	Application shortcut; exact action varies by Office app/version
Alt+Shift+H	Application shortcut; exact action varies by Office app/version
Alt+Shift+I	Application shortcut; exact action varies by Office app/version
Alt+Shift+J	Application shortcut; exact action varies by Office app/version
Alt+Shift+K	Application shortcut; exact action varies by Office app/version
Alt+Shift+L	Application shortcut; exact action varies by Office app/version
Alt+Shift+M	Application shortcut; exact action varies by Office app/version