

Keyboard Shortcuts – Microsoft Outlook

Key	Function
General	
Ctrl + N	Create new. Depending on where you are, this will start a new Message, Appointment, Contact, etc.
Ctrl + Enter	Send message.
F9	Update/refresh, to check server for new messages.
Esc	Close an open Message, Appointment, Contact. If you have made changes you will be asked if you wish to save it.
Ctrl + S	Save the current screen; Message to drafts, Contact, Appointment, etc.
Enter	Open highlighted message in Inbox, Appointment in Calendar, etc.
Ctrl + K	Check name typed in <i>To:</i> against names in the Address Book.
Ctrl + Z	Undo last step.
Ctrl + X	Cut highlighted text.
Ctrl + C	Copy highlighted text.
Ctrl + V	Paste cut or copied text.

Text & Paragraph Formatting

Note: Text and paragraph formatting can only be applied to the Body of a message, the Details section of an appointment, the Notes section of a Contact, etc.

Ctrl + E	Centre paragraph.
Ctrl + R	Right align paragraph.
Ctrl + L	Left align paragraph.
Ctrl + M	Increase Indent for paragraph.
Ctrl + Shift + M	Decrease Indent for paragraph.
Ctrl + 2	Double line spacing for paragraph.

Ctrl + 5	1.5 line spacing for paragraph.
Ctrl + 1	Single line spacing for paragraph.
Ctrl + Q	Remove all paragraph formatting.
F7	Spell check text. If you only want to spell check a word or part of a paragraph, highlight it first. When spell is complete Outlook will ask if you wish to check the rest of the message.
Shift + F7	Use Thesaurus for current word (cursor must be in the word).
Alt + F7	Move to next spelling error.
Ctrl + B	Bold text, and Ctrl + B to turn off Bold. If text exists, select it first.
Ctrl + I	Italicise text, and Ctrl + I to turn off Italics. If text exists, select it first.
Ctrl + U	Underline text, and Ctrl + U to turn off underline. If text exists, select it first.
Ctrl +]	Increase font size by one point.
Ctrl + [Decrease font size by one point.
Ctrl + Shift + >	Increase font size to next font size in size list.
Ctrl + Shift + <	Decrease font size to previous font size in size list.
Ctrl + Spacebar	Remove all character formatting.
Shift + F3	Convert case – upper case to lower case, lower case to upper case, or Initial Caps (capitalise the first letter of each word).
Ctrl + Shift + Spacebar	Between two words to keep them together so they will not split over two lines.
Ctrl + Shift + - (hyphen)	For hyphenated words to stop them splitting over two lines at the hyphen.
Ctrl + Backspace	Delete the word to the left of the cursor, or to beginning of word.
Ctrl + Delete	Delete the word to the right of the cursor, or to end of word.
Ctrl + Shift + K	USE SMALL CAPS TEXT.
Ctrl + D	Open Format Font dialogue box.