Logo CADACOM

**Bureautique**

**Outlook® - Shortcuts list**

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***Basé sur la documentation de Microsoft®***

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# Préambule

Je prétends qu'il faut avoir 3 qualités principales pour travailler en Windows.

1. La précision
2. L'Observation
3. La Curiosité

## La précision

Prenons Excel en exemple. Avez-vous déjà observé le changement de forme de la trace de la souris sur l’écran à l'approche de la "case courante" (A1 à l'ouverture). Un mouvement de quelques 10ème de millimètres vous provoque l'apparition de 3 traces différentes.

  

Qui dit changement de forme dit changement de rôle. Voyez les illustrations ci-dessus

Soyons donc précis

## L'observation.

Il y a tellement d'informations sur l'écran qu'il est parfois difficile de distinguer l'essentiel de l'accessoire. Observer permet de voir certaines choses insoupçonnables

Dans l'exemple ci-dessous vous constaterez que des cases contenant des chiffres sont sélectionnées. Observer bien la barre d'état en bas de votre écran, vous verrez le total des éléments sélectionnés.



Soyons donc observateur.

## La curiosité.

La curiosité est la qualité majeure permettant d'améliorer son savoir. L'on peut assouvir sa curiosité en généralisant l'usage intensif du bouton droit de la souris.

Tout objet, chose ou zone est presque toujours manipulable par le bouton droit de la souris.

Dans votre feuille Excel, cliquez avec le bouton droit de la souris sur la zone où la somme de vos éléments sélectionnés est indiquée. Sans cette curiosité, vous n'auriez peut-être jamais découvert que vous pouviez obtenir la moyenne de vos valeurs.



# MICROSOFT OUTLOOK SHORTCUT KEYS

## Main one

| Which one | Role |
| --- | --- |
| Alt + S | Send the e-mail |
| Ctrl + C | Copy selected text. |
| Ctrl + X | Cut selected text. |
| Ctrl + P | Print selected text. |
| Ctrl + K | Complete the name or e-mail being typed in the email |
| address bar. |  |
| Ctrl + B | Bold highlighted selection |
| Ctrl + I | Italic highlighted selection |
| Ctrl + M | Send and receive all |
| Ctrl + U | Underline highlighted selection |
| Ctrl + R | Reply to an e-mail. |
| Ctrl + F | Forward an e-mail. |
| Ctrl + N | Create a new e-mail. |
| Ctrl + Y | Go to folder. |
| Ctrl + Shift + A | Create a new appointment to your calendar. |
| Ctrl + Shift + O | Open the Outbox. |
| Ctrl + Shift + I | Open the Inbox. |
| Ctrl + Shift + K | Add a new task. |
| Ctrl + Shift + C | Create a new contact. |
| Ctrl + Shift + J | Create a new journal entry. |
| Ctrl + Shift + V | Move folder |

## MICROSOFT OFFICE - OUTLOOK 2013 KEYBOARD

### USER INTERFACE NAVIGATION

| Which one | Role |
| --- | --- |
| CTRL+1 | Switch to Mail view |
| CTRL+2 | Switch to Calendar view |
| CTRL+3 | Switch to Contacts view |
| CTRL+4 | Switch to Tasks view |
| CTRL+5 | Switch to Notes view |
| CTRL+6 | Switch to Folder List in Navigation Pane. |
| CTRL+7 | Switch to Shortcuts |
| CTRL+PERIOD | Switch to next message (when current email message is open in a separate window) |
| CTRL+COMMA | Switch to previous message (when current email message is open in a separate window) |
| F6 or CTRL+SHIFT+TAB | Move between the Navigation Pane, the main Outlook window, the Reading Pane, and the To‑Do Bar. |
| TAB | Move between the Outlook window, the smaller panes in the Navigation Pane, the Reading Pane, and the sections in the To-Do Bar. |
| Arrow keys | Move around within the Navigation Pane. |
| CTRL+Y | Go to a different folder. |
| F3 or CTRL+E | Go to the Search box. |
| ALT+UP ARROW or CTRL+COMMA or ALT+PAGE UP | In the Reading Pane, go to the previous message. |
| SPACEBAR | In the Reading Pane, page down through text. |
| SHIFT+SPACEBAR | In the Reading Pane, page up through text. |
| SHIFT+PLUS SIGN | Expand a group (with a group selected) in the |
| Navigation Pane. |  |
| SHIFT+ MINUS SIGN | Collapse a group (with a group selected) in the Navigation Pane. |
| LEFT ARROW or RIGHT ARROW | respectively Collapse or expand a group in the e-mail message list. |
| SHIFT+TAB | Move to next field in Reading Pane. |
| CTRL+TAB | Move to previous field in Reading Pane. |
| ALT+B, ALT+LEFT ARROW, or ALT+BACKSPACE | Go back to previous view in main Outlook window. |
| ALT+RIGHT ARROW | Go forward to next view in main Outlook window. |
| CTRL+SHIFT+W | Select the InfoBar and, if available, show the menu of commands. |

### SEARCH

| Which one | Role |
| --- | --- |
| CTRL+E | Find a message or other item. |
| ESC | Clear the search results. |
| CTRL+ALT+A | Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in. |
| CTRL+ALT+W | Expand the Search Query Builder. |
| CTRL+SHIFT+F | Use Advanced Find. |
| CTRL+SHIFT+P | Create a new Search Folder. |
| F4 | Search for text within a message or other item. |
| SHIFT+F4 | Find next during text search within a message or other item. |
| CTRL+H | Find and replace text, symbols, or some formatting commands within open items. Works in the Reading Pane on an open item. |
| CTRL+ALT+K | Expand search to include the desktop. |

### FLAGS

|  |  |
| --- | --- |
| Which one | Role |
| CTRL+SHIFT+G | Open the Flag for Follow Up dialog box to assign a flag. |

### COLOR CATEGORIES

|  |  |
| --- | --- |
| Which one | Role |
| ALT+D | Delete the selected category from the list in the Color Categories dialog box. |

### CREATE AN ITEM OR FILE

| Which one | Role |
| --- | --- |
| CTRL+SHIFT+A | Create an appointment. |
| CTRL+SHIFT+C | Create a contact. |
| CTRL+SHIFT+L | Create a distribution list. |
| CTRL+SHIFT+X | Create a fax. |
| CTRL+SHIFT+E | Create a folder. |
| CTRL+SHIFT+J | Create a Journal entry. |
| CTRL+SHIFT+Q | Create a meeting request. |
| CTRL+SHIFT+M | Create a message. |
| CTRL+SHIFT+N | Create a note. |
| CTRL+SHIFT+H | Create a new Microsoft Office document. |
| CTRL+SHIFT+S | Post to this folder. |
| CTRL+T | Post a reply in this folder. |
| CTRL+SHIFT+P | Create a Search Folder. |
| CTRL+SHIFT+K | Create a task. |
| CTRL+SHIFT+U | Create a task request. |

### ALL ITEMS

| Which one | Role |
| --- | --- |
| CTRL+S or SHIFT+F12 | Save. |
| ALT+S | Save and close. |
| F12 | Save as. |
| CTRL+Z or ALT+BACKSPACE | Undo. |
| CTRL+D | Delete an item. |
| CTRL+P | Print. |
| CTRL+SHIFT+Y | Copy an item. |
| CTRL+SHIFT+V | Move an item. |
| CTRL+K | Check names. |
| F7 | Check spelling. |
| CTRL+SHIFT+G | Flag for follow-up. |
| CTRL+F | Forward. |
| ALT+S | Send or post or invite all. |
| F2 | Turn on editing in a field (except in Icon view). |
| CTRL+L | Left align text. |
| CTRL+E | Center text. |
| CTRL+R | Right align text. |

### E-MAIL

| Which one | Role |
| --- | --- |
| CTRL+SHIFT+I | Switch to Inbox. |
| CTRL+SHIFT+O | Switch to Outbox. |
| CTRL+TAB (with focus on the To box) and then TAB to the Accounts button | Choose the account from which to send a message. |
| CTRL+K | Check names. |
| ALT+S | Send. |
| CTRL+R | Reply to a message. |
| CTRL+SHIFT+R | Reply all to a message. |
| CTRL+F | Forward a message. |
| CTRL+ ALT+J | Mark a message as not junk. |
| CTRL+SHIFT+I |  |
| Display blocked external content (in a message). |  |
| CTRL+ SHIFT+S | Post to a folder. |
| CTRL+SHIFT+N | Apply Normal style. |
| CTRL+M or F9 | Check for new messages. |
| UP ARROW | Go to the previous message. |
| DOWN ARROW | Go to the next message. |
| CTRL+N | Create a new message (when in Mail). |
| CTRL+SHIFT+M | Create a new message (from any Outlook view). |
| CTRL+O | Open a received message. |
| CTRL+SHIFT+B | Open the Address Book. |
| CTRL+SHIFT+O | Convert an HTML or RTF message to plain text. |
| INSERT | Add a Quick Flag to an unopened message. |
| CTRL+SHIFT+G | Display the Flag for Follow Up dialog box. |
| CTRL+Q | Mark as read. |
| CTRL+U | Mark as unread. |
| CTRL+SHIFT+W | Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List. |
| F4 | Find or replace. |
| SHIFT+F4 | Find next. |
| CTRL+ENTER | Send. |
| CTRL+P | Print. |
| CTRL+F | Forward. |
| CTRL+ALT+F | Forward as attachment. |
| ALT+ENTER | Show the properties for the selected item. |
| CTRL+ALT+M | Mark for Download. |
| CTRL+ALT+U | Clear Mark for Download. |
| CTRL+B (when a Send/Receive is in progress) | Display Send/Receive progress. |

## CALENDAR

| Which one | Role |
| --- | --- |
| CTRL+N | Create a new appointment (when in |
| Calendar). |  |
| CTRL+SHIFT+A | Create a new appointment (in any |
| Outlook view). |  |
| CTRL+SHIFT+Q | Create a new meeting request. |
| CTRL+F | Forward an appointment or meeting. |
| CTRL+R | Reply to a meeting request with a message. |
| CTRL+SHIFT+R | Reply All to a meeting request with a message. |
| ALT+0 | Show 10 days in the calendar. |
| ALT+1 | Show 1 day in the calendar. |
| ALT+2 | Show 2 days in the calendar. |
| ALT+3 | Show 3 days in the calendar. |
| ALT+4 | Show 4 days in the calendar. |
| ALT+5 | Show 5 days in the calendar. |
| ALT+6 | Show 6 days in the calendar. |
| ALT+7 | Show 7 days in the calendar. |
| ALT+8 | Show 8 days in the calendar. |
| ALT+9 | Show 9 days in the calendar. |
| CTRL+G | Go to a date. |
| ALT+= or CTRL+ALT+4 | Switch to Month view. |
| CTRL+RIGHT ARROW | Go to the next day. |
| ALT+DOWN ARROW | Go to the next week. |
| ALT+PAGE DOWN | Go to the next month. |
| CTRL+LEFT ARROW | Go to the previous day. |
| ALT+UP ARROW | Go to the previous week. |
| ALT+PAGE UP | Go to the previous month. |
| ALT+HOME | Go to the start of the week. |
| ALT+END | Go to the end of the week. |
| ALT+MINUS SIGN or CTRL+ALT+3 | Switch to Full Week view. |
| CTRL+ALT+2 | Switch to Work Week view. |
| CTRL+COMMA or CTRL+SHIFT+COMMA | Go to previous appointment. |
| CTRL+PERIOD or CTRL+SHIFT+PERIOD | Go to next appointment. |
| CTRL+G Set up recurrence for an appointment or task. |  |

## CONTACTS

| Which one | Role |
| --- | --- |
| CTRL+SHIFT+D | Dial a new call. |
| F3 or CTRL+E | Find a contact or other item. |
| F11 | Enter a name in the Search Address Books box. |
| SHIFT+letter | In Table or List view of contacts, go to first contact that starts with a specific letter. |
| CTRL+A | Select all contacts. |
| CTRL+F | Create a new message addressed to selected contact. |
| CTRL+J | Create a Journal entry for the selected contact. |
| CTRL+N | Create a new contact (when in Contacts). |
| CTRL+SHIFT+C | Create a new contact (from any Outlook view). |
| CTRL+O or CTRL+SHIFT+ENTER | Open a contact form for the selected contact. |
| CTRL+SHIFT+L | Create a new distribution list. |
| CTRL+P | Print. |
| F5 | Update a list of distribution list members. |
| CTRL+Y | Go to a different folder. |
| CTRL+SHIFT+B | Open the Address Book. |
| CTRL+SHIFT+F | Use Advanced Find. |
| CTRL+SHIFT+PERIOD | In an open contact, open the next contact listed. |
| ESC | Close a contact. |
| CTRL+SHIFT+X | Open a Web page for the selected contact (if one is included). |
| ALT+D | Open the Check Address dialog box. |
| ALT+SHIFT+1 | In a contact form, under Internet, display the E-mail 1 information. |
| ALT+SHIFT+2 | In a contact form, under Internet, display the E-mail 2 information. |
| ALT+SHIFT+3 | In a contact form, under Internet, display the E-mail 3 information. |

### IN THE ELECTRONIC BUSINESS CARDS DIALOG BOX

| Which one | Role |
| --- | --- |
| ALT+A | Open the Add list. |
| ALT+B | Select text in Label box when the field with a label assigned is selected. |
| ALT+C | Open the Add Card Picture dialog box. |
| ALT+E | Place cursor at beginning of Edit box. |
| ALT+F | Select the Fields box. |
| ALT+G | Select the Image Align drop-down list. |
| ALT+K, then ENTER | Select color palette for background. |
| ALT+L | Select Layout drop-down list. |
| ALT+R | Remove a selected field from the Fields box. |

## TASKS

| Which one | Role |
| --- | --- |
| ALT+F2 | Show or hide the To-Do Bar. |
| ALT+C | Accept a task request. |
| ALT+D | Decline a task request. |
| CTRL+E | Find a task or other item. |
| CTRL+Y | Open the Go to Folder dialog box. |
| CTRL+N | Create a new task (when in Tasks). |
| CTRL+SHIFT+K | Create a new task (from any Outlook view). |
| CTRL+SHIFT+U | Create a new task request. |
| CTRL+O | Open selected item. |
| CTRL+P | Print selected item. |
| CTRL+A | Select all items. |
| CTRL+D | Delete selected item. |
| CTRL+F | Forward a task as an attachment. |
| SHIFT+TAB | Switch between the Navigation Pane, Tasks list, and To-Do Bar. |
| CTRL+J | Open selected item as a Journal item. |
| CTRL+Z | Undo last action. |

## FORMAT TEXT

| Which one | Role |
| --- | --- |
| ALT+O | Display the Format menu. |
| CTRL+SHIFT+P | Display the Font dialog box. |
| SHIFT+F3 | Switch case (with text selected). |
| CTRL+SHIFT+K | Format letters as small capitals. |
| CTRL+B | Make letters bold. |
| CTRL+SHIFT+L | Add bullets. |
| CTRL+I | Make letters italic. |
| CTRL+T | Increase indent. |
| CTRL+SHIFT+T | Decrease indent. |
| CTRL+L | Left align. |
| CTRL+E | Center. |
| CTRL+U | Underline. |
| CTRL+] or CTRL+SHIFT+> | Increase font size. |
| CTRL+[ or CTRL+SHIFT+< | Decrease font size. |
| CTRL+X or SHIFT+DELETE | Cut. |
| CTRL+C or CTRL+INSERT (Note CTRL+INSERT is not |  |
| available in the Reading Pane.) | Copy. |
| CTRL+V or SHIFT+INSERT | Paste. |
| CTRL+SHIFT+Z or CTRL+SPACEBAR | Clear formatting. |
| CTRL+SHIFT+H | Delete the next word. |
| CTRL+SHIFT+J | Stretch a paragraph to fit between the margins. |
| CTRL+SHIFT+S | Apply styles. |
| CTRL+T | Create a hanging indent. |
| CTRL+K | Insert a hyperlink. |
| CTRL+L | Left align a paragraph. |
| CTRL+R | Right align a paragraph. |
| CTRL+SHIFT+T | Reduce a hanging indent. |
| CTRL+Q | Remove paragraph formatting. |

## ADD WEB INFORMATION TO ITEMS

|  |  |
| --- | --- |
| Which one | Role |
| Hold down CTRL and click the mouse button. | Edit a URL in the body of an item. |
| Hold down SHIFT and click the mouse button. | Specify a Web browser. |
| CTRL+K | Insert a hyperlink. |

## PRINT PREVIEW

|  |  |
| --- | --- |
| Which one | Role |
| ALT+P | Print a print preview. |
| ALT+S or ALT+U | Open Page Setup from Print Preview. |
| ALT+Z | Zoom. |
| ALT+C | Close Print Preview. |

## SEND/RECEIVE

| Which one | Role |
| --- | --- |
| F9 | Start a send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you define. |
| SHIFT+F9 | Start a send/receive for the current folder, retrieving full items (header, item, and any attachments). |
| CTRL+M | Start a send/receive. |
| CTRL+ALT+S | Define Send/Receive groups. |

## VISUAL BASIC EDITOR

|  |  |
| --- | --- |
| Which one | Role |
| ALT+F11 | Open Visual Basic Editor. |

## Macros

|  |  |
| --- | --- |
| Which one | Role |
| ALT+F8 | Play macro. |

## FORMS

|  |  |
| --- | --- |
| Which one | Role |
| CTRL+ALT+SHIFT+F12 | Save Form Design. |
| CTRL+SHIFT+F11 | Save Form Data. |
| Click in an InfoPath folder, and then CTRL+N. | Create a new Microsoft Office InfoPath form. |

## VIEWS

### Table view - General use

| Which one | Role |
| --- | --- |
| ENTER | Open an item. |
| CTRL+A | Select all items. |
| PAGE DOWN | Go to the item at the bottom of the screen. |
| PAGE UP | Go to the item at the top of the screen. |
| SHIFT+UP ARROW or SHIFT+DOWN ARROW, respectively | Extend or reduce the selected items by one item. |
| CTRL+UP ARROW or CTRL+DOWN ARROW, respectively | Go to the next or previous item without extending the selection. |
| CTRL+SPACEBAR | Select or cancel selection of the active item. |
| F5 | Refresh view. |

### With a group selected

| Which one | Role |
| --- | --- |
| CTRL+SHIFT+PLUS SIGN | Expand all groups. |
| CTRL+MINUS SIGN | Collapse the group. |
| SHIFT+PLUS SIGN | Expand a single selected group. |
| MINUS SIGN | Collapse a single selected group. |
| UP ARROW | Select the previous group. |
| DOWN ARROW | Select the next group. |
| HOME | Select the first group. |
| END | Select the last group. |
| RIGHT ARROW | Select the first item on screen in an expanded group or the first item off screen to the right. |

### All groups

|  |  |
| --- | --- |
| Which one | Role |
| CTRL+MINUS SIGN | Collapse all groups. |
| CTRL+SHIFT+PLUS SIGN | Expand all groups. |

## CALENDAR DAY/WEEK/MONTH VIEW

### All three

| Which one | Role |
| --- | --- |
| ALT+key for number of days | View from 1 through 9 days. |
| ALT+0 (ZERO) | View 10 days. |
| ALT+MINUS SIGN | Switch to weeks. |
| ALT+= | Switch to months. |
| CTRL+TAB or F6 | Move between Calendar, TaskPad, and the Folder List. |
| SHIFT+TAB | Select the previous appointment. |
| LEFT ARROW | Go to the previous day. |
| RIGHT ARROW | Go to the next day. |
| ALT+DOWN ARROW | Go to the same day in the next week. |
| ALT+UP ARROW | Go to the same day in the previous week. |

### DAY VIEW

| Which one | Role |
| --- | --- |
| HOME | Select the time that begins your |
| work day. |  |
| END | Select the time that ends your work |
| day. |  |
| UP ARROW | Select the previous block of time. |
| DOWN ARROW | Select the next block of time. |
| PAGE UP | Select the block of time at the top of the screen. |
| PAGE DOWN | Select the block of time at the bottom of the screen. |
| SHIFT+UP ARROW or SHIFT+DOWN ARROW, respectively | Extend or reduce the selected time. |
| With the cursor in the appointment, ALT+UP ARROW or ALT+DOWN ARROW, respectively | Move an appointment up or down. |
| With the cursor in the appointment, ALT+SHIFT+UP ARROW or ALT+SHIFT+DOWN ARROW, respectively | Change an appointment’s start or end time. |
| ALT+DOWN ARROW | Move selected item to the same day in the next week. |
| ALT+UP ARROW | Move selected item to the same day in the previous week. |

### WEEK VIEW

| Which one | Role |
| --- | --- |
| HOME | Go to the start of work hours for the selected day. |
| END | Go to the end of work hours for the selected day. |
| PAGE UP | Go up one page view in the selected day. |
| PAGE DOWN | Go down one page view in the selected day. |
| ALT+UP ARROW, ALT+DOWN ARROW, ALT+LEFT ARROW, or ALT+RIGHT ARROW, respectively | Move the appointment up, down, left, or right. |
| SHIFT+LEFT ARROW, SHIFT+RIGHT ARROW, SHIFT+UP ARROW, or SHIFT+DOWN ARROW; or SHIFT+HOME or SHIFT+END | Change the duration of the selected block of time. |

### MONTH VIEW

| Which one | Role |
| --- | --- |
| HOME | Go to the first day of the week. |
| PAGE UP | Go to the same day of the week in the previous page. |
| PAGE DOWN | Go to the same day of the week in the next page. |

### DATE NAVIGATOR

| Which one | Role |
| --- | --- |
| ALT+HOME | Go to the first day of the current week. |
| ALT+END | Go to the last day of the current week. |
| ALT+UP ARROW | Go to the same day in the previous week. |
| ALT+DOWN ARROW | Go to the same day in the next week. |

## BUSINESS CARDS VIEW OR ADDRESS CARDS VIEW

### General use

| Which one | Role |
| --- | --- |
| One or more letters of the name that the card is filed under or the name of the field that you are sorting by | Select a specific card in the list. |
| UP ARROW | Select the previous card. |
| DOWN ARROW | Select the next card. |
| HOME | Select the first card in the list. |
| END | Select the last card in the list. |
| PAGE UP | Select the first card on the current page. |
| PAGE DOWN | Select the first card on the next page. |
| RIGHT ARROW | Select the closest card in the next column. |
| LEFT ARROW | Select the closest card in the previous column. |
| CTRL+SPACEBAR | Select or cancel selection of the active card. |
| SHIFT+UP ARROW | Extend the selection to the previous card and cancel selection of cards after the starting point. |
| SHIFT+DOWN ARROW | Extend the selection to the next card and cancel selection of cards before the starting point. |
| CTRL+SHIFT+UP ARROW | Extend the selection to the previous card, regardless of the starting point. |
| CTRL+SHIFT+DOWN ARROW | Extend the selection to the next card, regardless of the starting point. |
| SHIFT+HOME | Extend the selection to the first card in the list. |
| SHIFT+END | Extend the selection to the last card in the list. |
| SHIFT+PAGE UP | Extend the selection to the first card on the previous page. |
| SHIFT+PAGE DOWN | Extend the selection to the last card on the last page. |

### Move between fields in an open card

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field or press F2.

|  |  |
| --- | --- |
| Which one | Role |
| TAB | Move to the next field and, from the last field of a card, move to the first field in the next card. |
| SHIFT+TAB | Move to the previous field and, from the first field of a card, move to the last field in the previous card. |
| ENTER | Move to the next field, or add a line to a multiline field. |
| SHIFT+ENTER | Move to the previous field without leaving the active card. |
| F2 | Display the insertion point in the active field to edit text. |

#### Move between characters in a field

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field or press F2.

| Which one | Role |
| --- | --- |
| ENTER | Add a line in a multiline field. |
| HOME | Move to the beginning of a line. |
| END | Move to the end of a line. |
| PAGE UP | Move to the beginning of a multiline field. |
| PAGE DOWN | Move to the end of a multiline field. |
| UP ARROW | Move to the previous line in a multiline field. |
| DOWN ARROW | Move to the next line in a multiline field. |
| LEFT ARROW | Move to the previous character in a field. |
| RIGHT ARROW | Move to the next character in a field. |

## TIMELINE VIEW (TASKS OR JOURNAL)

Following short cuts are applicable only when an item is selected in Tasks or Journal components of Microsoft Office Outlook 2013.

| Which one | Role |
| --- | --- |
| LEFT ARROW | Select the previous item. |
| RIGHT ARROW | Select the next item. |
| SHIFT+LEFT ARROW | Multi-Select. Selects adjacent items. |
| SHIFT+RIGHT ARROW | Multi-Select. Selects adjacent items. |
| CTRL+LEFT ARROW+SPACEBAR | Multi-Select. Selects several nonadjacent items. |
| CTRL+RIGHT ARROW+SPACEBAR | Multi-Select. Selects several nonadjacent items. |
| ENTER | Open the selected items. |
| PAGE UP | Display the items one screen above the items on screen. |
| PAGE DOWN | Display the items one screen below the items on screen. |
| HOME | Select the first item on the timeline (if items are not grouped) or the first item in the group. |
| END | Select the last item on the timeline (if items are not grouped) or the last item in the group. |
| CTRL+HOME | Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group. |
| CTRL+END | Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group. |

#### Following short cuts are applicable only when a group is selected in Tasks or Journal components of Microsoft Office Outlook 2013.

| Which one | Role |
| --- | --- |
| ENTER or RIGHT ARROW | Expand the group. |
| ENTER or LEFT ARROW | Collapse the group. |
| UP ARROW | Select the previous group. |
| DOWN ARROW | Select the next group. |
| HOME | Select the first group on the timeline. |
| END | Select the last group on the timeline. |
| RIGHT ARROW | Select the first item on screen in an expanded group or the first item off screen to the right. |

#### Following short cuts are applicable only when a unit of time on the time scale for days is selected in Tasks or Journal components of Microsoft Office Outlook 2013.

|  |  |
| --- | --- |
| Which one | Role |
| RIGHT ARROW | Move forward in increments of time that are the same as those shown on the time scale. |
| LEFT ARROW | Move back in increments of time that are the same as those shown on the time scale. |
| SHIFT+TAB | When the lower time scale is selected, select the upper time scale. |
| TAB | When the upper time scale is selected, select the lower time scale. |

# HOW TO CREATE APPLICATION HOTKEY FOR MSOUTLOOK?

Having read above sections I am sure you would have gained a lot of insight into different shortcuts of Microsoft Outlook program. I am sure that many of you might be wondering if you could assign a Hotkey to invoke a windows application such that it starts automatically (without manually launching the application following standard method) on pressing the hotkey sequence. For the benefit of all, including those who are wondering the method of assigning shortcut to Application for quick startup and also those who haven’t been wondering here comes a quick shortcut way to assign your custom hotkey to just about any Windows based application…

1. Create a shortcut to your favorite application program

Open the folder or directory that contains the program you wish to create a shortcut for. Right-click on the program and click **Create Shortcut**. This will create a shortcut named “Shortcut to <your program>” in the directory you are currently in. If you wish to rename this shortcut, right-click the file and click rename.

1. Once the shortcut is created, you should copy it on the desktop. It will also let you have quick access to the application manually, should you forget the assigned hot key.
2. Assign a shortcut key to that Windows shortcut: Once the shortcut has been created to assign a shortcut key to that Windows shortcut follow the below steps.

Open shortcut properties of the application shortcut you pasted on desktop in previous step. To open shortcut properties **Right-click** the shortcut and click **Properties**.

Click the Shortcut tab.

Click in the Shortcut key box and press a letter. For instance, **Ctrl** + **Alt** + **O**

Click the Apply button

Click the Ok button to close the shortcut properties window

1. Launch the application using shortcuts keys. In our example Ctrl + Alt + O

# CONCLUDING WORDS

You may get your work done on a computer without knowing even a single shortcut key.

However, such work would cost you time and result in poor performance, and productivity. Moreover, certain repetitive tasks could make your work a tedious one.

Computer shortcuts therefore, have an important role to play in quickly introducing in productivity in the work you do.

I hope you would find this small compilation of useful shortcuts for Microsoft Outlook handy specially when in need of performing repetitive task. If you are able to recall and use even 50 percent of the shortcuts it is likely to double your productivity with Microsoft

office – Outlook application.

Last but not least, I have taken lot of efforts to make sure the information presented here is accurate however, should you feel that a particular information or shortcut key is not working for you it could be due to specific brand of your computer. However, I would welcome your suggestions and inputs in this regard. When reporting an error do mention the environment your are working in including hardware, make, model, software, and operating system to help me recreate the environment and test the issue.

# Divers

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