Microsoft Office Keyboard Shortcuts for Outlook 2010

Press	To
F1	Display the Assistant balloon; open the Help window
ALT+ the letter underlined	Select an option in a dialog box; select or clear a check box in a dialog box
ALT+F4	Close the selected program window
ALT+S	Save and Close, Send
Arrow keys	Move between options in an open drop-down list, or between options in a group of options in a dialog box
CTRL+U	Underline selected text
CTRL+A	Select all items in Table view
CTRL+B	Add bold to selected text
CTRL+C	Copy the selected items to the Clipboard
CTRL+D	Font
CTRL+F	Find or Forward
F5	Find
CTRL+I	Add italics
CTRL +Y	Redo
CTRL+N	Create a new message
CTRL+P	Print
CTRL+Q	Mark as read
CTRL+R	Reply to a message
CTRL+S	Save
CTRL+SHIFT+M	Create a Message
CTRL+V	Paste
CTRL+X	Cut
CTRL+Z	Undo
ESC	Close an open menu. When a submenu is open, close only the submenu.
F12	Save As
F7	Check spelling

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