

OUTLOOK SPEED KEYS:

SPEED KEY	CORRESPONDING COMMAND
Ctrl 1	Mail
Ctrl 2	Calendar
Ctrl 3	Contacts
Ctrl 4	Tasks
Ctrl 5	Notes
Ctrl Enter	Send Mail
Ctrl S	Save Item
Ctrl P	Print
Ctrl Z	Undo
Ctrl X	Cut
Ctrl C	Copy
Ctrl V	Paste
Ctrl F7	Spell Checker
Ctrl K	Check names when addressing email
Alt S	Save, Close and Send
Ctrl R	Reply
Ctrl Shift & R	Reply to all
Ctrl F	Forward
Ctrl Shift & B	Address Books
F1	Help
Ctrl N	New Item
Ctrl Shift & M	New Message
Ctrl Shift & A	New Appointment
Ctrl Shift & C	New Contact
Ctrl Shift & N	New Note
Ctrl Shift & K	New Task
Ctrl + U	Mark an Email as Unread
Ctrl + Q	Mark and Email as Read
Ctrl Shift & K	New Task
Alt + key number of days	View 1 through 9 days in the Calendar
Alt + 0 (zero)	View 10 days in the Calendar
Alt + minus	Switch to Weeks view in Calendar
Alt +=	Switch to Months view in Calendar