



IT Tips and Tricks #13

One product that sometimes gets overlooked is Microsoft Outlook...so we thought that we would start with some useful shortcuts...

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Outlook®, from accessing commands and toolbar buttons to opening a new e-mail message. Shortcut keys are sometimes listed next to the command name on Outlook menus. For example, on the **Edit** menu, the **Delete** command lists the shortcut CTRL+D.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In Outlook 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Outlook shortcut keys:

Activity	Shortcut Keys
Open an e-mail message	CTRL+SHIFT+M
Open the address book	CTRL+SHIFT+B
Open an appointment	CTRL+SHIFT+A
Open a contact	CTRL+SHIFT+C
Open a meeting request	CTRL+SHIFT+Q
Open a task	CTRL+SHIFT+K
Make the Find a Contact box active	F11
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Check for new mail	F5 or CTRL+M
Open the Advanced Find dialog box	CTRL+SHIFT+F
Mark an e-mail message as read	CTRL+Q
Delete an e-mail message, contact, calendar item, or task	CTRL+D
Delete a word	CTRL+BACKSPACE
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Print	CTRL+P