

# Microsoft Outlook cheatsheet

A visual cheat-sheet for the 310 keyboard shortcuts found in Microsoft Outlook

## # Keyboard Shortcuts

### Frequently used

Esc	Close
Alt H	Go to Home tab
Ctrl Shift M	New message
Alt B	Send
Alt N	Insert file
Ctrl Shift K	New task

### Basic navigation

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
Ctrl 6	Switch to Folders list in the Folder pane

### Search

Ctrl B	Find a message or other item
Esc	Clear the search results
Ctrl Alt A	Expand the search to include all items in module you are in
Ctrl Shift F	Use Advanced Find
Ctrl Shift P	Create a search folder
...	Search for text within an open

# Microsoft Outlook Cheats

**Sasha Hu**

A red circular graphic with a gradient, appearing as a stylized arrow or a decorative element, positioned to the right of the author's name.

## **Microsoft Outlook Cheats:**

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### **The Manual of How to Cheat on Your Wife** Grace Ann Neff,2002-06

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PCs Cheat Sheet Shelley O'Hara, Galen Grimes, 1999 Que s Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his her PC



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