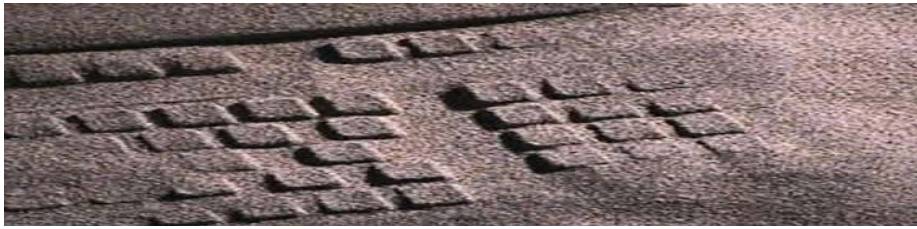


# KING WEB DESIGN AND COMPUTER SERVICES PTY LTD



Providing an effective solution for Web Design, Electronic and Printed Media, and Computer Training

## Microsoft Outlook shortcut keys

King Web Design And  
Computer Services Pty Ltd

Below is a listing of all the major shortcut keys in Microsoft Outlook.

Shortcut Keys	Description
Alt + S	Send the e-mail
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Paste selected text.
Ctrl + K	Complete the name and/or e-mail being typed in the e-mail address bar.
Ctrl + B	Bold highlighted selection
Ctrl + I	Italic highlighted selection
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 + 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.

More information contact Peter King:  
Office: 8423 4543  
Mobile: 0414 953 899  
Email: [peter.king@kwdacs.com.au](mailto:peter.king@kwdacs.com.au)

Main Office:  
Level 5  
121 King William Street  
Adelaide SA 5000