

General			
OPEN New	<Ctrl> + <N>	HELP	<F1>
PRINT	<Ctrl> + <P>	PRINT Preview	<Ctrl> + <F2>
SAVE	<Ctrl> + <S>	SAVE AS	<F12>
SAVE & Close	<Alt> + <S>	CANCEL	<Esc>
UNDO	<Ctrl> + <Z>	DELETE	<Ctrl> + <D>
CLOSE / EXIT	<Alt> + <F4>	SWITCH Between Applications	<Alt> + <Tab>

Navigation			
APPOINTMENT	<Ctrl> + <Shift> + <A>	ADDRESS Book	<Ctrl> + <Shift> +
CONTACT	<Ctrl> + <Shift> + <C>	FOLDER	<Ctrl> + <Shift> + <E>
NEW Document	<Ctrl> + <Shift> + <H>	JOURNAL Entry	<Ctrl> + <Shift> + <J>
TASK	<Ctrl> + <Shift> + <K>	DISTRIBUTION List	<Ctrl> + <Shift> + <L>
MESSAGE	<Ctrl> + <Shift> + <M>	NOTES	<Ctrl> + <Shift> + <N>
MEETING Request	<Ctrl> + <Shift> + <Q>	POST TO Folder	<Ctrl> + <Shift> + <S>
TASK Request	<Ctrl> + <Shift> + <U>	POST Reply	<Ctrl> + <T>

Editing			
COPY	<Ctrl> + <C>	CUT	<Ctrl> + <X>
PASTE	<Ctrl> + <V>	FORMAT Menu	<Alt> + <O>
SELECT All	<Ctrl> + <A>	SPELL Check	<F7>
MOVE Item	<Ctrl> + <Shift> + <V>	FIND / REPLACE	<F4>
COPY Item	<Ctrl> + <Shift> + <Y>	EDIT	<F2>

Formatting			
BOLD	<Ctrl> + 	ITALIC	<Ctrl> + <I>
UNDERLINE	<Ctrl> + <U>	CENTRE	<Ctrl> + <E>
INDENT Increase	<Ctrl> + <T>	INDENT Decrease	<Ctrl> + <Shift> + <T>
FONT Increase	<Ctrl> + <] >	FONT Decrease	<Ctrl> + < [>
BULLETS	<Ctrl> + <Shift> + <L>	FORMATTING Clear	<Ctrl> + Spacebar
RIGHT Align	<Ctrl> + <R>	LEFT Align	<Ctrl> + <L>

Message Shortcuts	
READ	<Ctrl> + <Q>
REPLY	<Ctrl> + <R>
REPLY All	<Ctrl> + <Shift> + <R>
FLAG	<Ctrl> + <Shift> + <G>
CHECK New Mail	<Ctrl> + <M>
FORWARD	<Ctrl> + <F>
DECLINE	<Alt> + <D>