



Microsoft Outlook 2007 Keyboard Shortcuts for the Calendar:

Keys	Description
CTRL+N	Create a new appointment (when in Calendar).
CTRL+SHIFT+A	Create a new appointment (in any Outlook view).
CTRL+SHIFT+Q	Create a new meeting request.
CTRL+F	Forward an appointment or meeting.
CTRL+R	Reply to a meeting request with a message.
CTRL+SHIFT+R	Reply All to a meeting request with a message.
ALT+0	Show 10 days in the calendar.
ALT+1	Show 1 day in the calendar.

Keys	Description
ALT+2	Show 2 days in the calendar.
ALT+3	Show 3 days in the calendar.
ALT+4	Show 4 days in the calendar.
ALT+5	Show 5 days in the calendar.
ALT+6	Show 6 days in the calendar.
ALT+7	Show 7 days in the calendar.
ALT+8	Show 8 days in the calendar.
ALT+9	Show 9 days in the calendar.
CTRL+G	Go to a date.
ALT+= or CTRL+ALT+4	Switch to Month view.
CTRL+RIGHT ARROW	Go to the next day.
ALT+DOWN ARROW	Go to the next week.
ALT+PAGE DOWN	Go to the next month.

Keys	Description
CTRL+LEFT ARROW	Go to the previous day.
ALT+UP ARROW	Go to the previous week.
ALT+PAGE UP	Go to the previous month.
ALT+HOME	Go to the start of the week.
ALT+END	Go to the end of the week.
ALT+MINUS SIGN or CTRL+ALT+3	Switch to Full Week view.
CTRL+ALT+2	Switch to Work Week view.
CTRL+COMMA or CTRL+SHIFT+COMMA	Go to previous appointment.
CTRL+PERIOD or CTRL+SHIFT+PERIOD	Go to next appointment.
CTRL+G	Set up recurrence for an appointment or task.