

# Keyboard Shortcuts

Try to perform your regular job for 15 minutes using only your keyboard. The shortcuts below will help get you started.

## Windows Keyboard Shortcuts

TAB	Advance to next link or field on a web page
SHIFT + TAB	Previous link or field
Up and Down Arrow keys	Move through list
Spacebar	Select/unselect check boxes and radio boxes
ALT+TAB	Move between open apps (Hold down ALT key, tap TAB key to cycle through options)
CTRL + SHIFT+ Arrow Keys	Select text
CTRL + W or CTRL + F4	Close window
ALT+F4	Close application
ALT	Hot-key mode to view ribbon key commands
CTRL + S	Save
CTRL + A	Select all
CTRL + Z	Undo
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + P	Print
Windows Key	Start menu
SHIFT + F10 or Menu Key	(Between Window and Ctrl key) Activates “right click” menu



## Outlook Keyboard Shortcuts

CTRL + 1	Mail
CTRL + 2	Calendar
CTRL + 3	People
F6	Move between panes
Arrow Keys	Move up and down within a pane
CTRL + N	New email
ALT + S	Send
CTRL + R	Reply
CTRL + Shift + R	Reply all
CTRL + D or Del key	Delete
CTRL + Shift + V	Move to a folder
CTRL + Y	Go to a different folder

### What is the “No Mouse Challenge?”

The challenge is trying to perform your regular job for 15 minutes using only your keyboard – the mouse is off-limits.

### What is the takeaway?

If a document, application or system cannot support mouseless operation, it will not support assistive technology or accessibility tools.

Learn more via this MNIT shortcut:

[bit.ly/no\\_mouse\\_challenge](https://bit.ly/no_mouse_challenge)