

# 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

Keyboard command	Windows action
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	Hotkey 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

Keyboard command	Microsoft Outlook action
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 Delete 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 about the  
[No Mouse Challenge](#)