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 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
TAB	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 + S	Post to a folder
F11	Search (arrow through list)

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.

The Office of Accessibility
A Program of MN.IT Services

Learn more via this MN.IT shortcut:
bit.ly/no_mouse_challenge