



Microsoft

Outlook Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and Self-paced eLearning Modules

The Outlook Program Screen



Keyboard Shortcuts

Navigation

File	Ctrl + F
Edit	Ctrl + E
View	Ctrl + V
Tools	Ctrl + T
Window	Ctrl + W
Help	Ctrl + H
Print	Ctrl + P
Print and Setup	Ctrl + U
Quit Outlook	Ctrl + Q

Message Actions

Open	Ctrl + O
Open and Read	Ctrl + R
Open and Print	Ctrl + P
Print	Ctrl + P
Print and Setup	Ctrl + U

Mail

New Message	Ctrl + Shift + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Open Message as a Draft	Ctrl + D
Save	Ctrl + S
Send and Receive Mail	Ctrl + M
Check for New Messages	Ctrl + B
Where are You?	Ctrl + W
What's Up Today?	Ctrl + T

Customize

Customize Appearance	Ctrl + Shift + A
View the Toolbar	Ctrl + T
Customize Folders	Ctrl + C
Customize Folders	Ctrl + C
Customize Folders	Ctrl + C
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Task 1: Understanding Outlook

Outlook Overview: Outlook is a personal information manager that helps you manage your email, calendar, contacts, and tasks.

Mail: Outlook manages your email messages. You can send and receive messages, create new messages, and manage existing messages.

Calendar: Outlook manages your calendar. You can create new appointments, view your calendar, and manage existing appointments.

Contacts: Outlook manages your contacts. You can create new contacts, view your contacts, and manage existing contacts.

Tasks: Outlook manages your tasks. You can create new tasks, view your tasks, and manage existing tasks.

Outlook Options: Outlook has many options that you can customize to suit your needs.

Outlook Help: Outlook has a built-in help system that you can use to learn more about Outlook.

Outlook Security: Outlook has security features that you can use to protect your data.

Outlook Integration: Outlook can integrate with other Microsoft Office applications and third-party applications.

Task 2: Managing Mail

Mail Overview: Outlook manages your email messages. You can send and receive messages, create new messages, and manage existing messages.

Mail Actions: Outlook provides many actions that you can perform on your email messages.

Mail Folders: Outlook organizes your email messages into folders. You can create new folders, view your folders, and manage existing folders.

Mail Rules: Outlook allows you to create rules that automatically move or delete messages based on specific criteria.

Mail Security: Outlook has security features that you can use to protect your email messages.

Mail Integration: Outlook can integrate with other Microsoft Office applications and third-party applications.

Mail Help: Outlook has a built-in help system that you can use to learn more about Outlook.

Mail Options: Outlook has many options that you can customize to suit your needs.

Mail Security: Outlook has security features that you can use to protect your email messages.

Microsoft Outlook Custom Guide

TD Snyder

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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recording macros right away You'll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions message boxes input boxes and dialog boxes to design your own Office automation program Add ins embedded macros content controls and more give you advanced tools to enhance productivity and all instruction is backed by real world practice projects in Word Excel Outlook and PowerPoint Productivity is the name of the game and automating certain computing tasks is an easy solution with significant impact for any business This book shows you how with step by step guidance and expert insight Expand Office 2016 functionality with macros Learn how to work with VBA and the entire Office suite Create effective code even with no programming experience Understand ActiveX XML based files the developer tab and more VBA is designed to be understandable and accessible to beginners but powerful enough to create specialized business applications If you're ready to begin exploring the possibilities Mastering VBA for Microsoft Office 2016 gets you started right away Excel 2003 Personal Trainer CustomGuide Inc,2004 With sections on editing formatting functions formulas lists macros creating and managing workbooks and creating and editing charts this tutorial also includes an interactive companion CD ROM Microsoft Outlook Programming Sue Mosher,2002-10-10 A one minute manager approach to issues Explanation of how following each principle can save money or time Step by step instructions on how to accomplish objectives This book shows people how to overcome the social crisis that has resulted from the wide spread use of information technology by responsibly managing security threats protecting individual privacy reducing hazardous waste and minimizing other negative effects on IT staff and computer users as well as ordinary citizens around the world **Access 2003 Personal Trainer** CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace **Management for Deans** Terri Friel,2013-06-01 Are you considering a dean's position Are you a new dean Are you a sitting dean that would like some ideas on managing your organization This book offers advice and important information for anyone working at the dean's level in academic administration Written in a conversational tone and organized by major topics such as Managing Faculty Students Strategic Planning etc this book will inform anyone about the many tasks required of a dean as well as provide advice on how to do them well This book was written by Dr Terri Friel an administrator for 7 years She worked as an engineer and managed production at Procter and Gamble and Pepsico and applies this management experience and knowledge as well as her Doctorate studies in Engineering Management to develop a good overview of the job of Dean While there are general books written about the topic of academic administration this is one of the only books that specifically addresses the issues of being a dean If you just think you want to be a dean or are working as a dean currently this book will be a helpful guide and reference for you **Microsoft Project 2007 Bible** Elaine Marmel,2011-06-15 Take control of your projects with this in depth guide Whether you're managing a project for a small team or supervising a corporate assignment involving hundreds the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track From setting budgets to allocating resources to tracking

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Special Edition Using Microsoft Office 2003 Ed Bott,Woody Leonhard,2003 A guide to the integrated software package for experienced users delves into hundreds of undocumented secrets hidden tools and little known field codes

Microsoft Office Uncovered: A Beginner's Guide to Mastering Productivity Pasquale De Marco,2025-04-16 Immerse yourself in the world of Microsoft Office productivity with this comprehensive guide Microsoft Office Uncovered A Beginner's Guide to Mastering Productivity Designed for beginners and intermediate users alike this book provides a step by step approach to unlocking the full potential of Microsoft Office applications Embark on a journey through the fundamentals of Microsoft Office starting with an introduction to the user interface and essential navigation tips Discover how to customize your workspace for optimal efficiency and learn the basics of file management collaboration and sharing Delve into the intricacies of Word processing with Microsoft Word mastering the art of creating editing and formatting documents Explore advanced features like styles images tables and collaboration tools to elevate your writing and communication skills Unleash the power of spreadsheets with Microsoft Excel transforming raw data into actionable insights Learn how to build and format worksheets enter and edit data and utilize formulas and functions to perform complex calculations Create compelling charts and graphs to visualize data and uncover hidden trends Take your presentations to the next level with Microsoft PowerPoint crafting visually stunning slides that engage and captivate your audience Discover techniques for designing effective slides incorporating multimedia elements and delivering

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