



Microsoft

Outlook Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and Self-Guided eLearning

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
Search	Ctrl + S
Print	Ctrl + P
Print and Setup	Ctrl + U
Print Setup	Ctrl + Shift + P

Message Actions

Open	Ctrl + O
Open and Read	Ctrl + R
Open and Print	Ctrl + P
Print	Ctrl + S
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
Send and Receive Mail	Ctrl + M
Move to Trash	Ctrl + T
Move to Deleted	Ctrl + D

Customize

Customize	Ctrl + Shift + C
View the Toolbar	Ctrl + T
View the Folder	Ctrl + F
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M

Customize

Customize	Ctrl + Shift + C
View the Toolbar	Ctrl + T
View the Folder	Ctrl + F
View the Message	Ctrl + M
View the Message	Ctrl + M

Task 1: Understanding the Outlook Program

Outlook Program - Outlook is a program that helps you manage your email, calendar, contacts, and tasks.

Mail - The Mail tab in the Outlook program is used to manage your email. It includes a list of your email messages and a preview of the selected message.

Calendar - The Calendar tab in the Outlook program is used to manage your calendar. It includes a list of your calendar events and a preview of the selected event.

Contacts - The Contacts tab in the Outlook program is used to manage your contacts. It includes a list of your contacts and a preview of the selected contact.

Tasks - The Tasks tab in the Outlook program is used to manage your tasks. It includes a list of your tasks and a preview of the selected task.

Tools - The Tools tab in the Outlook program is used to manage your tools. It includes a list of your tools and a preview of the selected tool.

Help - The Help tab in the Outlook program is used to manage your help. It includes a list of your help topics and a preview of the selected help topic.

Print - The Print tab in the Outlook program is used to manage your print. It includes a list of your print jobs and a preview of the selected print job.

Task 2: Understanding the Outlook Program

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Microsoft Outlook Custom Guide

Sue Mosher

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

Microsoft Outlook Custom Guide:

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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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world look at Exchange 5.5 enterprise deployments IT professionals can map their own deployment needs to similar cases throughout the book and benefit from the experiences of the Microsoft pros **Microsoft Outlook Text Book** Manish Soni, 2024-11-10 This guide is structured to take you on a journey through the essential features of Microsoft Outlook It will not only teach you how to set up your email accounts and send messages but also help you delve into the intricacies of advanced features such as creating tasks managing your calendar and personalizing your email experience **Microsoft® Office 2010 Inside Out** Carl Siechert, Ed Bott, 2010-09-27 Dive into the essential features in Microsoft Word 2010 Excel 2010 OneNote 2010 Outlook 2010 and PowerPoint 2010 This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Let the experts help you become at ease and proficient with every program in the Office family Create great looking documents using expert formatting tips Build spreadsheets for complex calculations and data analysis Save notes clippings web pages and more in a notebook Create dynamic slides and video powered presentations Expertly manage your inbox and business information Protect your security and safeguard private information Collaborate with Windows Live SkyDrive and SharePoint

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