



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
Search	Ctrl + S
Print	Ctrl + P
Print and Send	Ctrl + Shift + P
Print Preview	Ctrl + Shift + N

#### Message Actions

Open	Ctrl + O
Open and Read	Ctrl + Shift + O
Open and Print	Ctrl + Shift + P
Print	Ctrl + P
Print and Send	Ctrl + Shift + P

#### Mail

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

#### Customize

Customize Appearance	Ctrl + Shift + A
Customize Ribbon	Ctrl + R
Customize Home	Ctrl + H
Customize Ribbon	Ctrl + R
Customize Ribbon	Ctrl + R
Customize Ribbon	Ctrl + R
Customize Ribbon	Ctrl + R
Customize Ribbon	Ctrl + R
Customize Ribbon	Ctrl + R
Customize Ribbon	Ctrl + R

#### Customize

Customize Ribbon	Ctrl + Shift + R
Customize Ribbon	Ctrl + Shift + R
Customize Ribbon	Ctrl + Shift + R

### Task 1: Understanding the Outlook Interface

**Outlook Interface:** The Outlook interface consists of the main window and the task pane.

- Task Pane:** The task pane is located on the left side of the Outlook window. It contains the folder pane, the message list, and the message view.
- Folder Pane:** The folder pane displays the hierarchy of the Outlook folders. It includes the mailbox, the calendar, the contacts, the tasks, and the notes.
- Message List:** The message list displays a list of messages in the selected folder. It includes the message subject, the sender, the date, and the time.
- Message View:** The message view displays the content of the selected message. It includes the message body, the attachments, and the headers.

**Task 2: Understanding the Outlook Interface**

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# Microsoft Outlook Custom Guide

**Ed Tittel, Barry Shilmover, Tim Catura-  
Houser**



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web dalton s atomic theory 1804 from his own experiments and observations as well as the work of his peers dalton proposed a new theory of the atom this later became known as dalton s atomic theory the general tenets of this theory are as follows all matter is composed of extremely small particles called atoms

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