



Outlook Quick Reference

Basic Skills

The Outlook Program Overview



Using the ribbon

- **File tab** Contains tabs for opening files, saving files, and exiting the program.
- **Home tab** Contains tabs for creating and managing new documents.
- **Insert tab** Contains tabs for inserting images, tables, and other content.
- **Page Layout tab** Contains tabs for adjusting page layout, such as margins and orientation.
- **Design tab** Contains tabs for applying styles and themes to your document.
- **Tell Me tab** Contains tabs for searching for information and performing quick tasks.

Use the ribbon tabs to access a range of programmatic features that Microsoft offers.

Customize the ribbon by clicking the **File** tab, then **Options**, then **Customize ribbon**, and then **Customize ribbon**.

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Using tabs

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Microsoft Outlook Custom Guide

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

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