



Outlook Quick Reference

Basic Skills

The Outlook Program Overview



Using the ribbon

- **File tab** Contains tabs for opening the current program or document.
- **Home tab** Contains tabs for editing, applying styles, and applying colors to the current document.
- **Insert tab** Contains tabs for inserting images, tables, and other content into the current document.
- **Page Layout tab** Contains tabs for adjusting the layout of the current document.
- **Design tab** Contains tabs for applying styles and colors to the current document.
- **Tell Me tab** Contains tabs for opening the Tell Me window, which provides quick access to common tasks.

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Using tabs

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Office	Office 2016	Intermediate	10 min
Office	Office 2016	Advanced	10 min
Word	Word 2016	Beginner	10 min
Word	Word 2016	Intermediate	10 min
Word	Word 2016	Advanced	10 min
Excel	Excel 2016	Beginner	10 min
Excel	Excel 2016	Intermediate	10 min
Excel	Excel 2016	Advanced	10 min
PowerPoint	PowerPoint 2016	Beginner	10 min
PowerPoint	PowerPoint 2016	Intermediate	10 min
PowerPoint	PowerPoint 2016	Advanced	10 min
Outlook	Outlook 2016	Beginner	10 min
Outlook	Outlook 2016	Intermediate	10 min
Outlook	Outlook 2016	Advanced	10 min
Access	Access 2016	Beginner	10 min
Access	Access 2016	Intermediate	10 min
Access	Access 2016	Advanced	10 min
OneDrive	OneDrive 2016	Beginner	10 min
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OneDrive	OneDrive 2016	Beginner	10 min
OneDrive	OneDrive 2016	Intermediate	10 min
OneDrive	OneDrive 2016	Advanced	10 min
OneNote	OneNote 2016	Beginner	10 min
OneNote	OneNote 2016	Intermediate	10 min
OneNote	OneNote 2016	Advanced	10 min

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G Orfield

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