



Microsoft

# Outlook Quick Reference

## Basic Skills

**CustomGuide**  
Interactive Training  
PowerPoint Presentations  
and Self-Instructional Modules

### The Outlook Program Screen



### Keyboard Shortcuts

#### File

Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P
Exit	Ctrl + Q
Print Setup	Ctrl + U
Print Range Setup	Ctrl + R
Print	F1
Print and Setup	F2
Print Preview	F3

#### Edit

Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Paste	Ctrl + V
Find	Ctrl + F

#### View

New Message	Ctrl + Shift + M
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
New Message with Attach	Ctrl + Shift + A
Send	Alt + S
Send and Receive Mail	Ctrl + M
Send and Receive Mail	Ctrl + M
Where are You?	Ctrl + W
What's Up Today?	Ctrl + T

#### Window

New Appointment	Ctrl + Shift + A
New Task	Ctrl + T
New Appointment	Ctrl + A
New Appointment	Ctrl + A
New Appointment	Ctrl + A
New Appointment	Ctrl + A
New Appointment	Ctrl + A
New Appointment	Ctrl + A
New Appointment	Ctrl + A
New Appointment	Ctrl + A

#### Tools

New Contact	Ctrl + Shift + C
New Contact Group	Ctrl + Shift + G
New Appointment	Ctrl + Shift + A

### 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 email, create and manage contacts, and manage your calendar.

**Calendar:** Outlook manages your calendar. You can create and manage appointments, tasks, and events.

**Contacts:** Outlook manages your contacts. You can create and manage contacts, and manage your calendar.

**Tasks:** Outlook manages your tasks. You can create and manage tasks, and manage your calendar.

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

**Outlook Security:** Outlook has security features that help protect your data.

**Outlook Integration:** Outlook integrates with other Microsoft Office applications.

**Outlook Support:** Outlook has support resources that help you troubleshoot problems.

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# Microsoft Outlook Custom Guide

**Jamil Azher**



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*A Guide to Microsoft Exchange Server 5.5* Ed Tittel,Barry Shilmover,Tim Catura-Houser,1999 This comprehensive book has been approved by Microsoft as courseware that prepares individuals for Microsoft s Exchange Server 5 5 Certification Exam 70 081 Topics are taught from the ground up starting with concepts and design moving through solving network problems Topics are presented using clear instruction pedagogical reinforcement and extensive end of chapter material which includes real world examples and projects 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 *Project 2003 Personal Trainer* CustomGuide Inc,2005 Now included with Microsoft Office Project 2003 is the world s leading project management tool With extensive help resources and printing assistance Project 2003 enables users to organize and track tasks and resources efficiently to keep projects on time and within budget If you want to realize the immense potential of Microsoft Project 2003 and harness the many features and functionality of this powerful tool you need Project 2003 Personal Trainer It includes everything you want to know about Project 2003 and then plenty more It s the most complete and engaging tutorial available for Microsoft Project As part of O Reilly s new Personal Trainer Series this book is based on content from CustomGuide [www.customguide.com](http://www.customguide.com) a leading provider of computer training materials that fly in the face of traditional dry course materials that bore users to tears CustomGuide is dedicated to delivering courseware quick references software bulletins and e learning courses that are fun flexible and easy to use And this book is no exception to their rule Project 2003 Personal Trainer lets you whatever your technical expertise or lack thereof learn exactly what you need to know at your own pace Unlike many consumer software tutorials that dumb down and dull up the material or make it exceptionally technical and confusing this book is written in a style that you ll find entertaining easy to follow and most of all clear and informative Beginning with the fundamentals of planning and managing a project with Microsoft Project 2003 the book then includes sections on working with the task list managing costs timelines and available resources using the project database viewing and updating a project tracking progress creating reports handling multiple projects The fully illustrated Project 2003 Personal Trainer features dozens of time saving task oriented lessons includes detailed diagrams and comes with a fully interactive CD tutorial to guide your learning everything you need to become a Project pro **Exchange Server 5.5 Study Guide** Richard Easlick,1998 The expanded and improved second edition includes 200 pages of new material and enhanced CD content New in text exam

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