



The Outlook Program Screen



Keyboard Shortcuts

Outlook	
File	Alt + F
Home	Alt + H
Send/Receive	Alt + R
Tools	Alt + T
Help	Alt + Hlp
New Mail	Ctrl + N
Reply (reply to)	Ctrl + R
Reply All	F10
Forward	F12
Print	F15

Navigation	
Back	Alt + Left Arrow
Forward	Alt + Right Arrow
Home	Alt + Home
End	Alt + End

Mail	
New Message	Ctrl + Shift + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Print Message (or print)	Ctrl + P
Print	Alt + P
Print with subject line	Ctrl + Alt + P
Print as Plain Text	Ctrl + Alt + T
Move to Trash	Ctrl + Shift + T
Mark as Unread	Ctrl + U

Outlook	
Mail Settings	Ctrl + Shift + S
View by Icons	Ctrl + I
View by Text	Ctrl + T
View by Table	Ctrl + B
View by Web	Ctrl + W
Outlook	Ctrl
Outlook Help	Ctrl + F1
Outlook Options	Ctrl + Alt + O
Outlook Settings	Ctrl + Alt + S
Outlook View	Ctrl + Alt + V
Outlook Mail	Ctrl + Alt + M
Outlook Tasks	Ctrl + Alt + T

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

Task 1: Understanding

Outlook Overview: Outlook provides access to the user's personal calendar.

- Mail:** users manage their email messages and contacts using Mail. The Mailbox folder contains folders for organizing and managing email messages.
- Calendar:** users manage and schedule the events, appointments, and tasks in their calendar using Outlook. Outlook provides an integrated view of email messages and appointments.
- People:** users manage and schedule the events, appointments, and tasks in their calendar using Outlook. Outlook provides an integrated view of email messages and appointments.
- Tasks:** users manage and schedule the events, appointments, and tasks in their calendar using Outlook. Outlook provides an integrated view of email messages and appointments.

Outlook Bar: The Outlook bar shows the current view (e.g., Mailbox) and search options.

Navigation Pane: The Navigation pane shows folders like Mailbox, Deleted Items, and Sent Items.

Message Pane: The Message pane displays the content of the selected email.

Task Pane: The Task pane contains options like Reply, Reply All, Forward, and Print.

Task 2:

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instructions for the new and changed features of Microsoft Office Outlook 2007 Also includes a command reference showing Outlook 2003 commands and their 2007 equivalents Topics include The Ribbon Controlling the Navigation Pane Mail Previewing an Attachment Viewing Next Previous Message in a Single Email Using the Out of Office Assistant Adding an Electronic Business Card to an Email Calendar Showing Full or Work Week Meeting Change Notifications Overlaying Multiple Calendars Viewing To Do Items in the Calendar Changing Detail Level in Month View Scheduling Assistant Sending a Calendar Snapshot by Email Receiving a Calendar Snapshot Publishing Your Calendar to Office Online Sharing a Published Calendar Restricting Access to Free Busy Information Tasks Tasks To Do Items The To Do Bar Putting Items in the To Do List Simplified Steps for Sharing Calendar Contacts Tasks Notes Responding to a Sharing Request Changing Sharing Permissions Color Coded Categories Assigning Items to Categories Using Instant Search Using Search Queries Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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The book delves into Custom Guide Outlook 20quick Reference Card. Custom Guide Outlook 20quick Reference Card is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Custom Guide Outlook 20quick Reference Card, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Custom Guide Outlook 20quick Reference Card
 - Chapter 2: Essential Elements of Custom Guide Outlook 20quick Reference Card
 - Chapter 3: Custom Guide Outlook 20quick Reference Card in Everyday Life
 - Chapter 4: Custom Guide Outlook 20quick Reference Card in Specific Contexts
 - Chapter 5: Conclusion
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 3. In chapter 2, this book will delve into the foundational concepts of Custom Guide Outlook 20quick Reference Card. The second chapter will elucidate the essential principles that need to be understood to grasp Custom Guide Outlook 20quick Reference Card in its entirety.
 4. In chapter 3, the author will examine the practical applications of Custom Guide Outlook 20quick Reference Card in daily life. This chapter will showcase real-world examples of how Custom Guide Outlook 20quick Reference Card can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Custom Guide Outlook 20quick Reference Card in specific contexts. This chapter will explore how Custom Guide Outlook 20quick Reference Card is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Custom Guide Outlook 20quick Reference Card. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Custom Guide Outlook 20quick Reference Card.

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