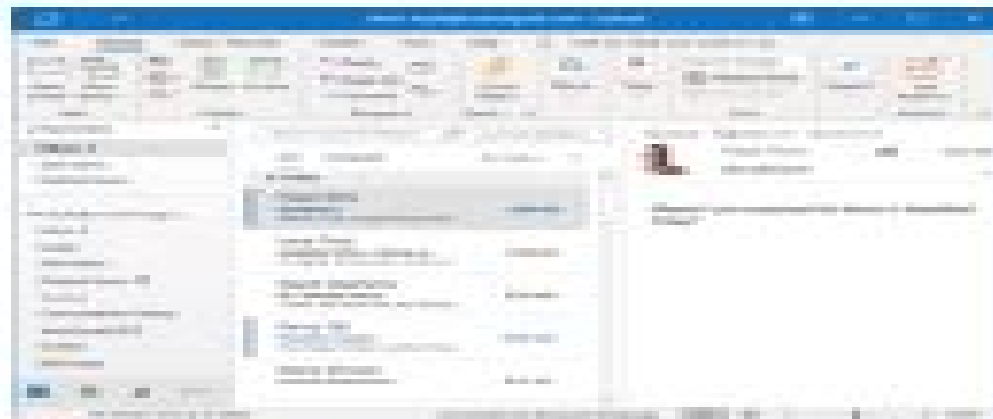


# Outlook Cheat Sheet

## Program Screen



## Getting Started



- Home
- Send & Receive
- Search
- Advanced Find
- File
- Tools
- Window
- Help
- Send & Receive
- Search
- Advanced Find
- File
- Tools
- Window
- Help

The File tab shows the Ribbon view, which contains commands for working with your files (Open, Save, New, Print, Query, and Close).

**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N**. Click a workbook.

**Open a Workbook:** Click the **File** tab and select **Open** or press **Ctrl + O**. Select a workbook in the location where the file is saved.

**Preview and Print a Workbook:** Click the **File** tab and select **Print**.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat. Choose everything that you want to redo.

**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N**. Click a workbook.

**Get Help:** Press **F1** to open the Help pane. Type your question and press **Enter**.

**Cell Address:** Cells are referenced by an address made from their column letter and row number. Such as cell A1, A2, B1, B2, etc. You can find the address of a cell by clicking the Name Box to the left of the formula bar.

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, point and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

## Keyboard Shortcuts

File	Ctrl + B
Save	Ctrl + S
Undo	Ctrl + Z
Open a new workbook	Ctrl + Shift + N
Print	Ctrl + P
Select all	Ctrl + A
Select a range	Shift + Space
Select a cell	Ctrl + Space

## Navigation

Move between cells	Tab, Shift + Tab, Enter
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Down arrow	Page Down
To first cell of active row	Home
End of row	End

## Mail

Out	Ctrl + O
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Print	Ctrl + P
Redo	Ctrl + H
Send a message	F2
Clear all contents	Delete

## Calendar

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Full-time view	Alt + B
Repeat view	F2

# Microsoft Outlook Custom Guide

**Zhe Xu**



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