

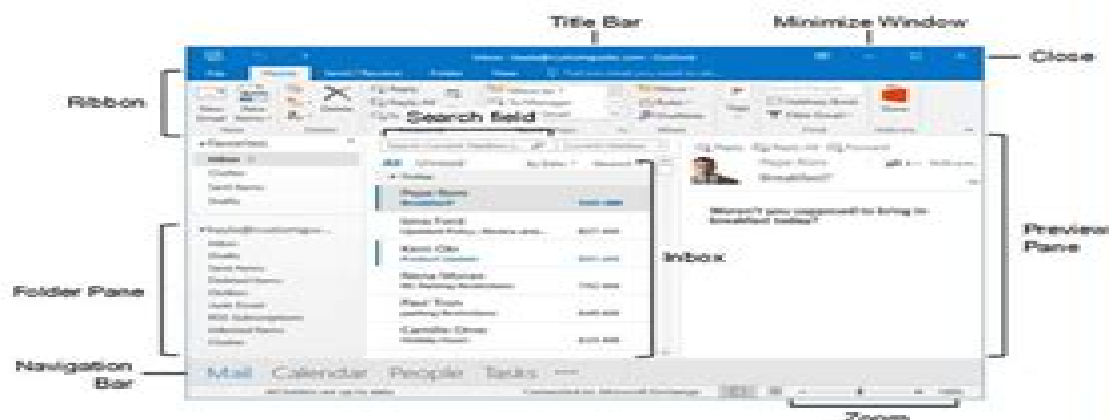


Microsoft®

# Outlook 2016 Basic

## Quick Reference Card

### The Outlook 2016 Program Screen



### Keyboard Shortcuts

#### General

Print .....	Ctrl + P
Undo .....	Ctrl + Z
Copy .....	Ctrl + C
Cut .....	Ctrl + X
Paste .....	Ctrl + V
New Item .....	Ctrl + N
Delete selected item .....	Del
Help .....	F1
Find an item .....	F3
Spell Check .....	F7

#### Navigation

Mail view .....	Ctrl + 1
Calendar view .....	Ctrl + 2
Contacts view .....	Ctrl + 3
Tasks view .....	Ctrl + 4
Notes .....	Ctrl + 5

#### Mail

New Message .....	Ctrl + Shift + M
Reply .....	Ctrl + R
Reply All .....	Ctrl + Shift + R
Forward .....	Ctrl + F
Save message as a draft .....	Ctrl + S
Send .....	Alt + S
Find and replace text .....	Ctrl + H
Check for New Messages .....	Ctrl + M
Mark as Read .....	Ctrl + G
Mark as Unread .....	Ctrl + U

#### Calendar

New Appointment .....	Ctrl + Shift + A
Go to Today .....	Ctrl + T
Go to a Date .....	Ctrl + G
Go to Previous Appointment .....	Ctrl + .
Go to Next Appointment .....	Ctrl + ,
Day view .....	Ctrl + Alt + 1
Work Week view .....	Ctrl + Alt + 2
Week view .....	Ctrl + Alt + 3
Month view .....	Ctrl + Alt + 4

#### Contacts

New Contact .....	Ctrl + Shift + C
New Contact Group .....	Ctrl + Shift + L
Open the Address Book .....	Ctrl + Shift + B

### The Fundamentals

**Navigate Outlook:** Click the icon (or label) for the view you want to open.

- Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.
- Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.
- People** view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- Tasks** view displays your task list. The ribbon will show commands that let you create and modify tasks.

**Use the Folder Pane:** Click a folder in the Folder pane to display that folder's contents.

**Open an item:** Double-click an email, contact, appointment, or task to open it in its own window.

**Delete an item:** Select an email, contact, appointment, or task, then click the **Delete X** button on the Home tab of the ribbon.

**Change Views:** Click the View tab on the ribbon, then click the **Change View** button and select a view.

### Search

**Search:** Click in the **Search** field at the top of the inbox and begin typing your search.

**Refine Search Results:** While searching, use the options in the Scope group on the Search tab.

- Current Mailbox** searches all folders within the selected mailbox.
- Current Folder** only searches within the current folder.
- Subfolders** expands the search to include all the current folder's subfolders.
- All Outlook Items** searches everything.
- From** lets you filter messages from specific senders.
- Subject** lets you filter by words in the subject line.
- Has Attachments** lets you filter results by whether they have attachments.
- Categorized** filters by categories.
- This Week** displays only items from the current week.
- Unread** searches only unread messages.
- Flagged** searches only flagged items.
- Important** only displays items set to high importance.
- More** lets you apply advanced criteria.

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# Microsoft Outlook Quick Reference Guide

**J Spring**



## **Microsoft Outlook Quick Reference Guide:**

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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Microsoft Outlook Quick Reference Guide** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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web exercise1 graph that diversity the kingdom animalia has by far the greatest diversity of named organisms approximately 1 400 000 kinds or species compared to kingdom plantae 320 000 species kingdom fungi 100 000 species kingdom protista 100 000 species kingdom bacteria 10 000 species kingdom archaea 259

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