

The book was found

Microsoft Outlook 2013 Training & Quick Tips, Tricks & Shortcuts - 6 Page Tri-Fold (Software Quick Reference Cards)

BrainStorm Quick Start Card for

Microsoft. Outlook. 2013



BRAINSTORM
Teaching Software. Teaching People.

Getting Started

Take connectivity and efficiency to a whole new level with Microsoft Outlook 2013. The new streamlined interface puts all of your e-mailing tools at your fingertips, while the new Peek window shows you Tasks, Calendar and Notes, and Contacts without switching views. And the new People Hub brings your professional and social networks together in one convenient place so you never miss an e-mail. Outlook 2013 gives you more customization options than ever before so you stay on top of e-mail, Tasks, your schedule, and more.



Exclude Items: Click the Tab bar for easy access to the Mail, Calendar, Tasks, and Notes tabs.

Quick Access Toolbar: Quickly find your most used commands in the customizable Quick Access Toolbar.

Instant Search: Type in the Search bar to find e-mail, calendar items, and contacts without switching views.

Holdings: Use the Outlook calendar to view, create, and edit appointments, meetings, and events.

Peek: Take a look at your calendar, tasks, and contacts without switching views.

Task: Move your tasks and tasks list into the new Peek window.

Calendar: View your calendar, tasks, and contacts without switching views.

People: View your contacts, tasks, and contacts without switching views.

Mail: View your e-mail, calendar, tasks, and contacts without switching views.

The Ribbon



The ribbon shows the following tabs: File, Home, Send/Receive, View, Mailbox, and More. The ribbon is divided into groups: Send, Receive, Mailbox, and More. The ribbon is divided into groups: Send, Receive, Mailbox, and More.

Stop searching through menus and commands in Outlook. Instead, find, and commands are automatically selected. The ribbon displays only what you need. You can even customize the ribbon with the tools you use most.



THE ribbon is a game-changer. Learn how to find your favorite features and customize the ribbon just for you.

Using Keyboard Shortcuts

Description	Keyboard Key	Description	Keyboard Key	Description	Keyboard Key
File tab	Ctrl+Q	Forward	Ctrl+F	Mailbox	Ctrl+M
Calendar	Ctrl+C	Find	Ctrl+N	Calendar	Ctrl+U
Contacts	Ctrl+D	Reply	Ctrl+R	Contacts	Ctrl+L
Tasks	Ctrl+T	Reply All	Ctrl+Shift+R	Tasks	Ctrl+Shift+T
Home	Ctrl+H	Reply	Ctrl+Shift+R	Home	Ctrl+H
Peek	Ctrl+P	Reply All	Ctrl+Shift+R	Peek	Ctrl+P
Peek to All	Ctrl+Shift+P	Open address book	Ctrl+Shift+B	Peek to All	Ctrl+Shift+P



Look for additional video content on Outlook. Remember this: Outlook is the best.

Copyright © 2013 BrainStorm, Inc. All rights reserved.



Synopsis

Do Better Work, Faster! BrainStorm, Inc. the industry-leading provider of end-user software training, offers 360 degrees of instruction for Microsoft Outlook 2013. This 6-page, tri-fold, illustrated quick reference training card, offers a variety of beginning and intermediate Outlook 2013 tasks, shortcuts, and other resources. Not only will you become more familiar with Outlook, but your productivity will skyrocket and you'll be able to do better work faster. Topics include an in-depth discussion on: The Ribbon, Getting Started, Using the File Tab, Previewing Attachments, Organizing your E-mail, Simplifying with Quick Steps, Creating and Applying Rules to E-mail, Managing Your Tasks, Working with Calendars, plus dozens of other great tips. Plus, you get access to FREE video content, showcasing additional features to increase the depth of your Outlook training. This BrainStorm Quick Start Card is the ultimate reference guide for learning all the ins and outs of Microsoft Outlook 2013. Key Product Features: Professional Software Training and Learning for Outlook 2013 Full color screen shots and graphics to help demonstrate Outlook tasks Entire list of keyboard shortcuts for quick reference Sections organized by learning topics; beginner and intermediate Outlook users Accompanying videos provide an even deeper look into Outlook 2013

Book Information

Cards: 6 pages

ISBN-10: 1578303435

ISBN-13: 978-1578303434

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.8 ounces

Average Customer Review: 5.0 out of 5 stars Â Â See all reviews Â (2 customer reviews)

Best Sellers Rank: #1,866,874 in Books (See Top 100 in Books) #87 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #409327 in Â Books > Reference

Customer Reviews

Awesome tips for returning to school!

Awesome for my office!

[Download to continue reading...](#)

Microsoft Outlook 2013 Training & Quick Tips, Tricks & Shortcuts - 6 Page Tri-Fold (Software Quick Reference Cards) Microsoft Outlook 2010 Quick Start Reference Card, 6-page Tri-fold Tips & Tricks

Shortcut Training & Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook Shortcut - A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts Puppy Training: Step By Step Puppy Training Guide- Unique Tricks Included (puppy training for kids, puppy tricks, puppy potty training, housebreak your dog, obedience training, puppy training books) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Scottish Fold Cat Book: Tips on the Care, Nutrition, Training, Grooming and Personality of the Scottish Fold Breed Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Puppy Training: How To Train a Puppy: A Step-by-Step Guide to Positive Puppy Training (Dog training,Puppy training, Puppy house training, Puppy training ... your dog,Puppy training books Book 3) Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized: Using Microsoft(r) Outlook(r) to Get Organized and Stay Organized (Bpg-Other) Microsoft Excel 2013 Functions & Formulas Quick Reference Card (4-page Cheat Sheet focusing on examples and context for intermediate-to-advanced functions and formulas- Laminated Guide) Puppy Training: The Complete Guide To Housebreak Your Puppy in Just 7 Days: puppy training, dog training, puppy house breaking, puppy housetraining, house ... training, puppy training guide, dog tricks) Puppy Training: The Ultimate Guide to Housebreak Your Puppy in Just 7 Days: puppy training, dog training, puppy house breaking, puppy housetraining, house ... training, puppy training guide, dog tricks) Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)