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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



Stop searching through menus and commands in Outlook. Instead, find, and commands are accessible in the ribbon. Display 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+F	Forward	Ctrl+D	Mail tab	Ctrl+M
Calendar tab	Ctrl+C	Send	Ctrl+S	Calendar tab	Ctrl+U
Tasks tab	Ctrl+T	Reply	Ctrl+R	Calendar tab	Ctrl+U
Notes tab	Ctrl+N	Reply All	Ctrl+Shift+R	Calendar tab	Ctrl+U
People tab	Ctrl+P	Reply to Sender	Ctrl+Shift+R	Calendar tab	Ctrl+U
Home tab	Ctrl+H	Reply to All	Ctrl+Shift+R	Calendar tab	Ctrl+U
Send tab	Ctrl+S			Calendar tab	Ctrl+U
Receive tab	Ctrl+R			Calendar tab	Ctrl+U
View tab	Ctrl+V			Calendar tab	Ctrl+U

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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

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