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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

Getting Started Take connectivity and efficiency to a whole new level with Microsoft Outlook 2013. The new streamlined ribbon puts all of your messaging tools at your fingertips, while the new Peek windows show you Tasks, Calendar items, 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 a beat. Outlook 2013 gives you more customization options than ever to help you stay on top of email, tasks, your schedule, and more.

Instant Search: The new Peek windows in Outlook will show you any related messages in your inbox.

Peek: Take a look at your calendar, contacts, or tasks without leaving your inbox.

Exclude View: Click the 'X' to easily exclude the messages in this and other views.

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

Enrich: Allow you to bring and drop email into folders or your calendar. Right-click to Print, Add, Delete, and more.

Viewing Hidden Content: It's not what you're looking for, but you may find it here.

People Peek: View your contacts' messages, send attachments, and social media, and surf the web.

The Ribbon

Stop scrolling through menu and command bars. In Outlook, features, tools, and commands are accessible through the ribbon and display only when you need them. You can even customize the ribbon with the tools you use most.

THE RIBBON APPENDIX: Learn how to find your favorite tools and commands in the ribbon (and to add your own).

Using Keyboard Shortcuts

Description	Keyboard Key	Description	Keyboard Key	Description	Keyboard Key
File ribbon	Ctrl+F	Forward	Ctrl+F	File ribbon	Ctrl+F
Calendar ribbon	Ctrl+G	Print	Ctrl+P	Calendar ribbon	Ctrl+G
Contacts ribbon	Ctrl+H	Print	Ctrl+P	Contacts ribbon	Ctrl+H
Tasks ribbon	Ctrl+I	Print	Ctrl+P	Tasks ribbon	Ctrl+I
Home ribbon	Ctrl+J	Print	Ctrl+P	Home ribbon	Ctrl+J
Send ribbon	Ctrl+K	Print	Ctrl+P	Send ribbon	Ctrl+K
File ribbon	Ctrl+L	Print	Ctrl+P	File ribbon	Ctrl+L
File ribbon	Ctrl+M	Print	Ctrl+P	File ribbon	Ctrl+M
File ribbon	Ctrl+N	Print	Ctrl+P	File ribbon	Ctrl+N
File ribbon	Ctrl+O	Print	Ctrl+P	File ribbon	Ctrl+O
File ribbon	Ctrl+P	Print	Ctrl+P	File ribbon	Ctrl+P
File ribbon	Ctrl+Q	Print	Ctrl+P	File ribbon	Ctrl+Q
File ribbon	Ctrl+R	Print	Ctrl+P	File ribbon	Ctrl+R
File ribbon	Ctrl+S	Print	Ctrl+P	File ribbon	Ctrl+S
File ribbon	Ctrl+T	Print	Ctrl+P	File ribbon	Ctrl+T
File ribbon	Ctrl+U	Print	Ctrl+P	File ribbon	Ctrl+U
File ribbon	Ctrl+V	Print	Ctrl+P	File ribbon	Ctrl+V
File ribbon	Ctrl+W	Print	Ctrl+P	File ribbon	Ctrl+W
File ribbon	Ctrl+X	Print	Ctrl+P	File ribbon	Ctrl+X
File ribbon	Ctrl+Y	Print	Ctrl+P	File ribbon	Ctrl+Y
File ribbon	Ctrl+Z	Print	Ctrl+P	File ribbon	Ctrl+Z
File ribbon	Ctrl+A	Print	Ctrl+P	File ribbon	Ctrl+A
File ribbon	Ctrl+B	Print	Ctrl+P	File ribbon	Ctrl+B
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File ribbon	Ctrl+X	Print	Ctrl+P	File ribbon	Ctrl+X
File ribbon	Ctrl+Y	Print	Ctrl+P	File ribbon	Ctrl+Y
File ribbon	Ctrl+Z	Print	Ctrl+P	File ribbon	Ctrl+Z

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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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