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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
Thinking Differently. Working Smarter.

Getting Started Take connectivity and efficiency to a whole new level with Microsoft Outlook 2013. The new streamlined ribbon puts all of your existing tools at your fingertips, while the new Focus windows show you Tasks, Calendar items, and Contacts without searching 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 Type a few characters into the ribbon and Outlook will show you any related messages in your inbox.

Highlight Pane Click on a message in a message list to highlight it in the ribbon, or create a new message.

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

Exclude View Click the ribbon for easy access to what you want to see and what you don't.

Get it done! Focus Quickly find your next task or the subject line of the subject you're looking for.

Enable ribbon pinning and drop-down lists into the ribbon or your calendar. Right-click to Pin, Drop, Drag, or Unpin, and more.

Viewing Ribbon Click on a ribbon tab to see more of your messages.

People Pane View and contact's messages, send attachments, and more! Right-click to see more options.

The Ribbon

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

Using Keyboard Shortcuts

Description	Default Key	Description	Default Key	Description	Default Key
Redo action	Ctrl+Z	Forward	Ctrl+F	Mail window	Ctrl+Q
Undo action	Ctrl+Y	Print	Ctrl+P	Mail window (tab)	Ctrl+U
Go to action	Ctrl+G	Send	Ctrl+S	Create/Customize List	Ctrl+Shift+L
Task List view	Ctrl+T	Cancel	Ctrl+N	New Appointment	Ctrl+Shift+A
Show/Hide Mail	Ctrl+Shift+M	Search/Custom Mail	Ctrl+S	New Meeting/Outlook	Ctrl+Shift+Q
Print	Ctrl+P	Add Appointment	Ctrl+N	New Appointment	Ctrl+Shift+P
Print to PDF	Ctrl+Shift+P	Open appointments	Ctrl+Shift+N	Preview Appointments	Ctrl+Shift+O

Links to additional video content are included throughout this card for the reader to the left. Visit www.brainstorm.com/2013.

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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

Book Information

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