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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.

**Exclude View: Click the flag for easy access to the hidden items in this and other views.**

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

**Instant Search: Type in the ribbon and Outlook will show you any related messages in your inbox.**

**Flagging: Flag messages that are important and flag them as unread to track items, or mark as read.**

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

**Enrich: Allow you to bring and drop email into folders in your calendar. Right-click to Post, Assign, Delegate, and more.**

**Viewing Hidden Calendars: It's not visible in the Reading view to see more of your meetings.**

**Flagging: View your contacts' birthdays, work anniversaries, and social media, and so on & so on.**

**The Ribbon**

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

**THE RIBBON: A SHORTCUT TO LEARNING HOW TO GET THE MOST OUT OF YOUR SEARCH, FILTERS, AND COMMANDS IN THE RIBBON. GO TO [http://msdn.microsoft.com/en-us/library/ee757684.aspx](#)**

**Using Keyboard Shortcuts**

Description	Keyboard Key	Description	Keyboard Key	Description	Keyboard Key
File ribbon	Ctrl+Q	Forward	Ctrl+F	Reply	Ctrl+R
Calendar ribbon	Ctrl+G	Print	Ctrl+P	Reply All	Ctrl+Shift+R
Contacts ribbon	Ctrl+L	Send	Ctrl+S	Reply	Ctrl+R
Tasks ribbon	Ctrl+T	Send All	Ctrl+Shift+S	Reply to All	Ctrl+Shift+R
Home ribbon	Ctrl+H	Outbox	Ctrl+O	Reply	Ctrl+R
Peek	Ctrl+P	Search Current Box	Ctrl+Q	Reply to All	Ctrl+Shift+R
Peek to All	Ctrl+Shift+P	Mail Signature	Ctrl+S		
		Open address book	Ctrl+Shift+A		

Links to additional video content are included throughout this card for the reader to the right.

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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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