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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

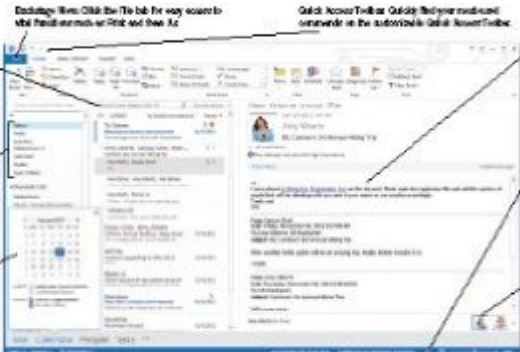
# Microsoft. Outlook. 2013



**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 messaging tools at your fingertips, while the new Peaks 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-blast. 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 Peak windows or Hide and Show All**

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

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

**Holdings: Use the Outlook calendar to track and manage your schedule, including meetings, or create a calendar.**


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

**Task: Move your to-do list and drag and drop into the new Outlook Peaks window.**

**Viewing Media: Click on the media icon in the Peaks window to see a view of your media.**


**People: Use the Outlook Peaks window to view your contacts, meetings, email addresses, and social media, and much more.**

## The Ribbon



The ribbon shows the following tabs: FILE, HOME, SEND/RECEIVE, PEAKS, VIEW, and HELP. The FILE tab is currently selected, showing options like New, Open, Recent, Quick Steps, and More. The HOME tab shows options like Font, Paragraph, Styles, and More. The SEND/RECEIVE tab shows options like Send, Receive, and More. The PEAKS tab shows options like Mail, Tasks, Calendar, and More. The VIEW tab shows options like View, Show/Hide, and More. The HELP tab shows options like Get Help, Feedback, and More.

Stop searching through menus and commands in Outlook, instead, find, and commands are automatic, the ribbon displays only what you need there. 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
File ribbon	Ctrl+Q
Home ribbon	Ctrl+H
Send/Receive	Ctrl+S
Task ribbon	Ctrl+T
View ribbon	Ctrl+V
Help	Ctrl+H
Help to All	Ctrl+H

Description	Keyboard Key
Forward	Ctrl+F
Print	Ctrl+P
Print	Ctrl+P
Outbox	Ctrl+O
Search Current Box	Ctrl+S
Auto sign-in	Ctrl+S
Open add-ins	Ctrl+S

Description	Keyboard Key
Mail ribbon	Ctrl+M
Calendar ribbon	Ctrl+C
Contacts ribbon	Ctrl+K
People ribbon	Ctrl+P
Notes ribbon	Ctrl+N
Task ribbon	Ctrl+T
Help ribbon	Ctrl+H
Help to All	Ctrl+H



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

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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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