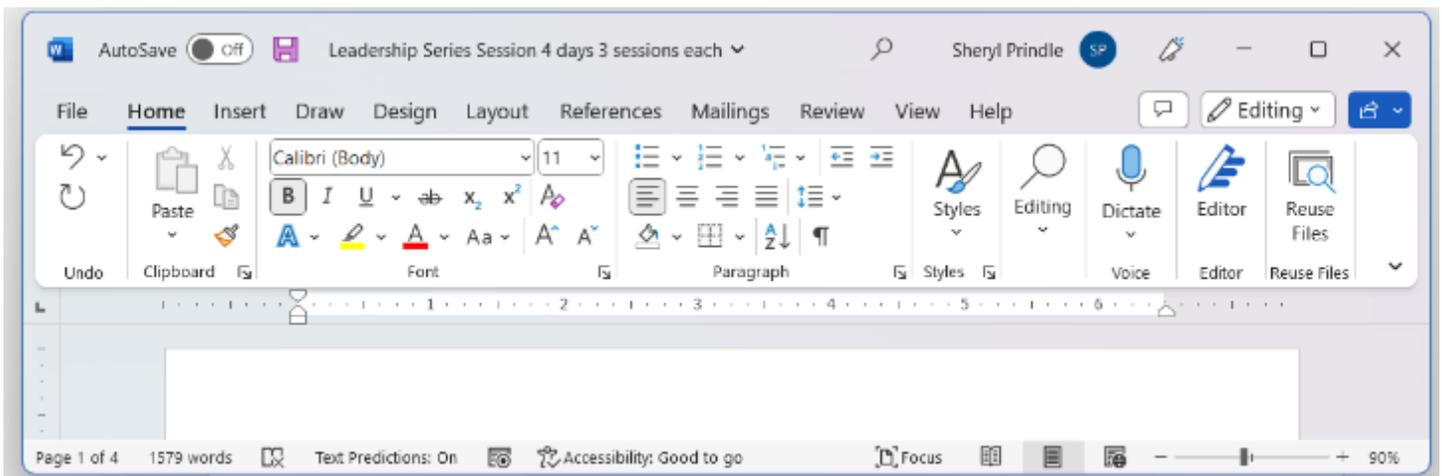




The Wonders of Word and Outlook

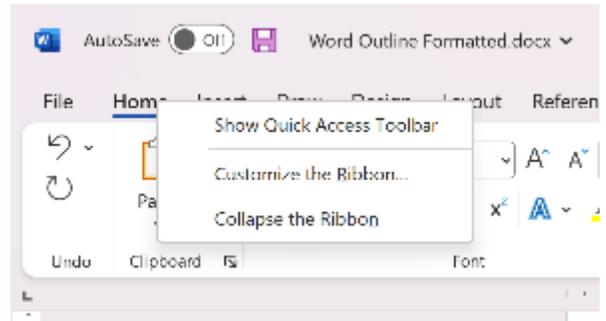
Sherry Prindle sherry@sherryprindle.com

The Word interface:



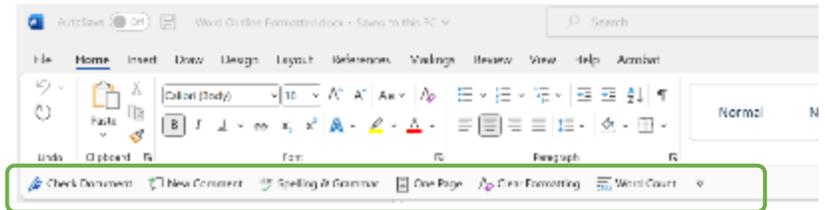
Customizing the Quick Access Toolbar

1. Locate the **Quick Access Ribbon**: The **Quick Access Ribbon** is below the ribbon tabs.
 - a. If you don't see the **Quick Access Ribbon**, **right-click** on the **HOME** tab
2. Choose **Show Quick Access Toolbar**
 - a. It will appear below the **Ribbon**
3. **Right-click** on the **Quick Access Toolbar** for further customization



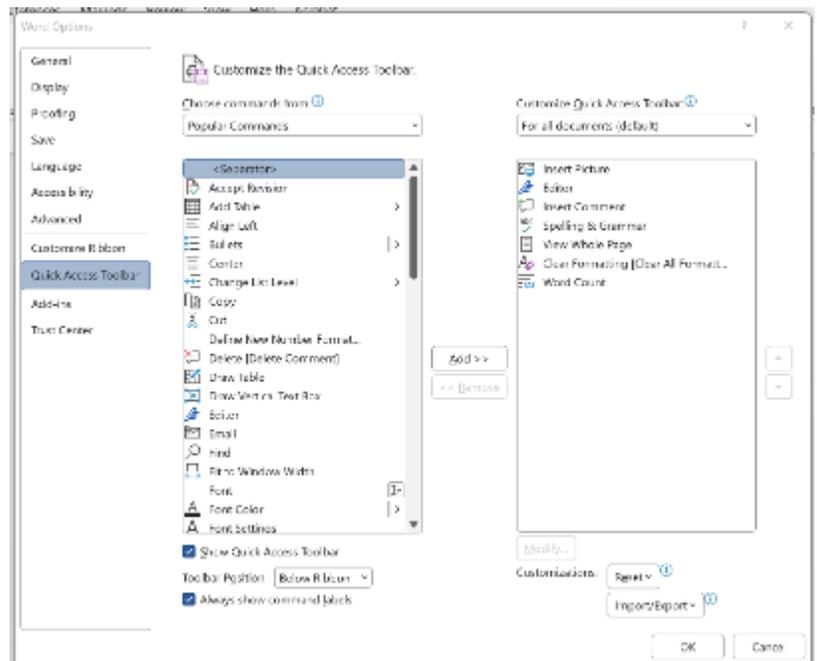
Quick Access Dialog Box

1. From the menu, select **More Commands**. This will open the **Word Options dialog box**.
2. **Explore**: In the **Word Options dialog box**, select **All Commands** from the **Choose commands from** dropdown menu. This will display a list of all available commands in MS Word.
3. **Add commands**: Select the command(s) that you want to add to the **Quick Access Ribbon** and click the **Add** button.
4. Remove commands: **Select the command** and click the **Remove** button.
5. **Change the order of commands**: **Select a command** and use the **Up** and **Down** arrows to arrange in the list.
6. **Save changes**: click the **OK** button to save your changes.

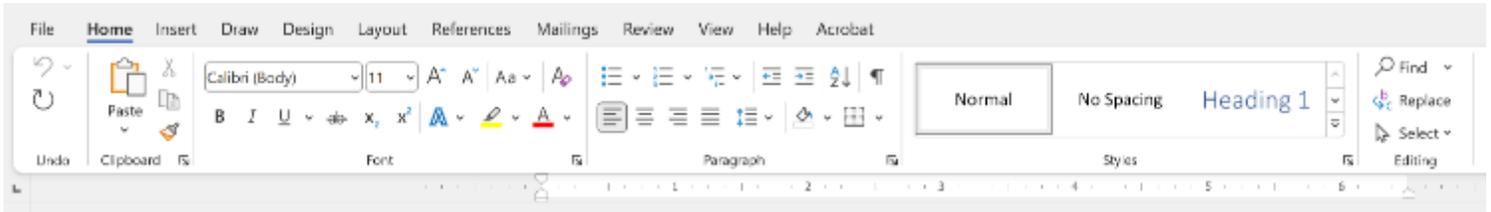


Customizing the Ribbon

- **Right-click** any **tab** or **command** in the ribbon and select **Customize the Ribbon**.



Formatting text and paragraphs



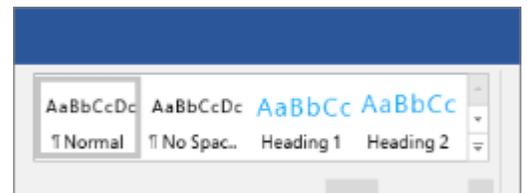
Using Styles and Themes

1. **Select the text** you want to change.
2. On the **Home tab** go to the **Styles Gallery**.
3. **Choose the style** you want.
4. **To modify a style**, **right-click** on the **Style** in the **Styles Group** or **Panel** and select **Modify**.
5. **To create a new style**, go to the **Styles group** > click on the **Dialog Box Launcher** to open the **Styles Panel** click on the **New Style button** OR **right-click** on the **text with the formatting** you want, Click the **New Styles**
6. **To save and reuse custom styles**, click on the Save Selection as a New Quick Style button at the bottom of the Styles Gallery.
7. **To create a Table of Contents**, format your headings using **Heading 1**, **Heading 2**, and **Heading 3** styles, then go to the **References tab** and click on **Table of Contents**. **Choose** the desired **style** for your **table of contents**.
8. **To create a Table of Figures**, **label your figures** using the **Caption style**, then go to the **References tab** and click on **Insert Table of Figures**. **Choose** the desired **style** for your **table of figures**.

Styles give your document a consistent, professional look.

1. **Select the text** you want to format.

Tip: If you place your cursor in a paragraph, the style is applied to the whole paragraph. If you select specific text, only the selected text is formatted.



2. On the **Home tab**, point to a **style** to preview it.

If you don't see a style you want, click the **More button** to expand the **gallery**.

3. **Select a style**.

Using **Headings** allows you to move parts of the document around by using **View > Navigation Pane** and then moving the listed headings up or down in the doc. **Headings** also can be used in creation of a **table of contents**.

Note: If you need a different look, go to **Design > Themes** and select a new one. Each Theme has its own set of Styles.

Modify an existing style

You can modify an existing style in the Styles gallery in two ways:

- Modify a style by updating it to match formatting in your document
- Modify a style manually in the Modify Style dialog box

Create a new style based on document formatting

You can select formatted text in your document to create a new style that you add to the **Styles gallery**.

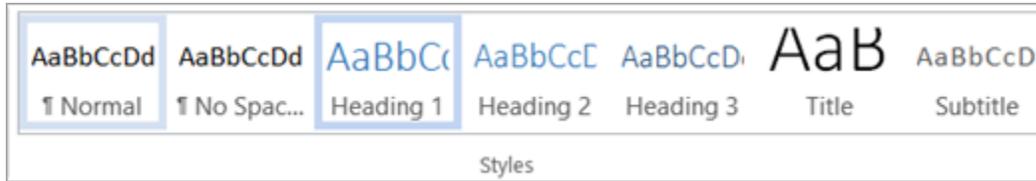
Apply a theme to quickly format an entire document and give it a modern, professional look.

Modify a style by updating it to match formatting in your document

If you have text in your document that already has a style applied, you can change the formatting of that text and apply it to the style in the Styles gallery.

1. **Select text** in your document that has the style applied, such as **Heading 1**.

When you select text that has a style applied, that **style is highlighted** in the **Styles gallery**.



2. **Format the selected text** with the new attributes that you want.

For example, you might want to change the point size for the **Heading 1** style from 16 points to 14 points.

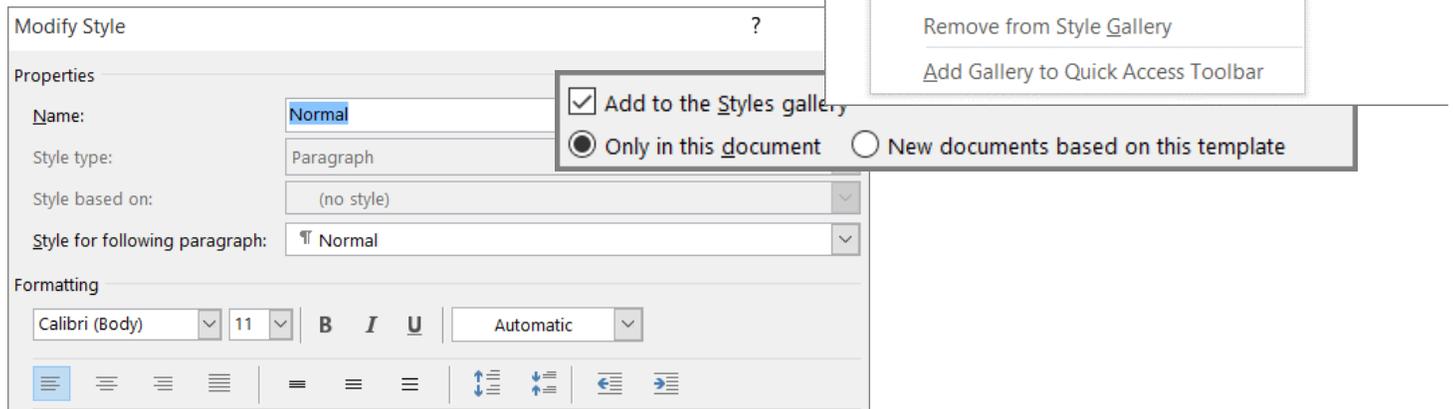
3. On the **Home tab**, in the **Styles group**, **right-click** the style that you want to change, and then click **Update [Style Name] to Match Selection**.

Note: All text with the style that you changed will automatically change to match the new style that you defined.

Modify a style manually in the Modify Style dialog box

You can modify a style directly in the Styles gallery, without using the text in your document.

1. On the **Home tab**, right-click any style in the **Styles gallery** and click **Modify**.
2. In the **Formatting section**, make any formatting changes you want, such as **font style, size, or color, alignment, line spacing, or indentation**.
3. Choose whether the style change applies to the **current document** or to all **future documents**.



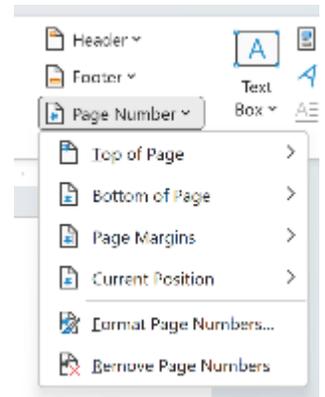
Adding and customizing headers and footers

- Click the **Insert tab** and select **Header or Footer**.
- Choose a pre-designed header or footer, or select **Edit Header** or **Edit Footer** to create a custom one.
- Add text, graphics, or other elements to the header or footer.
- Use the **Design tab** to format the header or footer
 1. Go to **Insert > Header or Footer**.
 2. Choose the header style you want to use.
 3. Add or change text for the header or footer.
 4. To edit a header or footer that's been already created, double-click on it.
 5. To eliminate a header--like deleting it on the title page--select it and then check the **Different First Page box**.
 6. Select **Close Header and Footer** or press Esc to exit.

To delete, select **Insert > Header (or Footer) > Remove Header (or Remove Footer)**.

Inserting page numbers

- Click the **Insert tab** and select **Page Number**.
- **Choose a location** for the page numbers, such as at the **top** or **bottom of the page**.
- **Select** a pre-designed **format** or select **Format Page Numbers** to customize the numbering scheme.
 1. Select **Insert > Page Number**, and then choose the location and style you want.
 2. If you don't want a page number to appear on the first page, select **Different First Page**.
 3. If you want numbering to start with 1 on the second page, go to **Page Number > Format Page Numbers**, and set **Start at** to **0**.
 4. When you're done, select **Close Header and Footer** or press Esc.



Tip: To get back to a header or footer to make changes, double-click in the header or footer area.

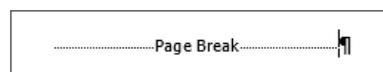
Controlling page breaks and section breaks

- Go to the **Page Layout tab** and selecting **Breaks**, then **Page**.
- Go to the **Page Layout tab** and selecting **Breaks**, then **Section**.
- Section breaks can be used to control formatting, by applying different page layouts, margins, headers, footers, or numbering to different sections of a document.



1. Put your cursor where you want one page to end and the next to begin.
2. Go to **Insert > Page Break**.

Tip: If Word puts a new page in your document unexpectedly, it might be because of a page break. To view page breaks so that you can select and delete them, go to **Home > Show/Hide**  .

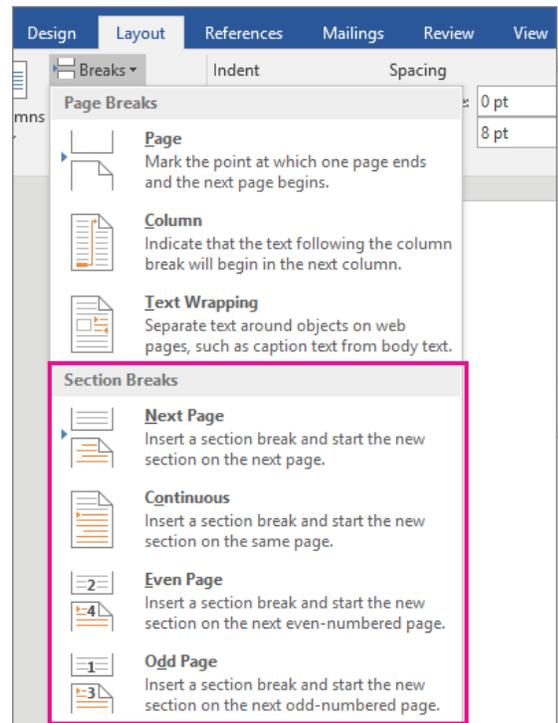


Add a section break

1. Select where you want a new section to begin.
2. Go to **Layout > Breaks**.
3. Choose the type of section break you want:



- **Next Page** Section break starts the new section on the following page.
- **Continuous** Section break starts the new section on the same page. This type of section break is often used to change the number of columns without starting a new page.
- **Even Page** Section break starts a new section on the next even-numbered page.
- **Odd Page** Section break starts a new section on the next odd-numbered page.



Use section breaks to change the layout or formatting in one section of your document

To change formatting in a document, insert a section break at the beginning of where you want the change. Set up the formatting change just past the new section break. If you want to change formatting again, put in another section break. If your changes are to be on the same page, choose the **Continuous section break**. Otherwise, choose **Next Page**, **Odd Page**, or **Even Page** section breaks.

If the formatting change occurs in the previous section, press Ctrl or Command + Z and move your cursor to after the section break and try it again.

Creating and formatting columns

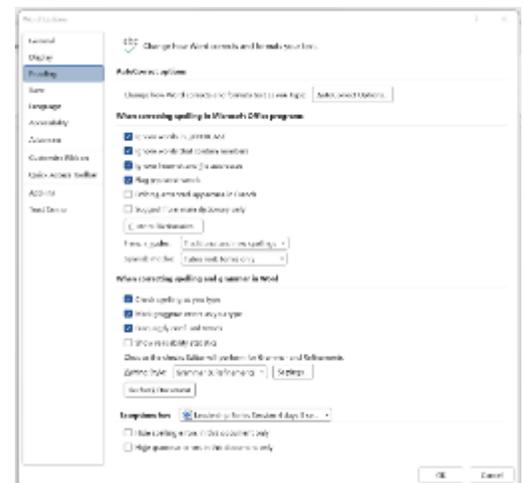
You can format your document in a newspaper-style column layout by adding columns. On the **Layout tab**, click **Columns**, then **click the layout** you want.

1. To apply columns to only part of your document, with your cursor, **select the text** that you want to format.
2. On the **Layout tab**, click **Columns**, then click **More Columns**.
3. Click **Selected text** from the **Apply to box**.

Proofreading and Editing Tools

Proofing Tools **File > Options > Proofing**

- AutoCorrect Options
- Show Readability Statistics
- Settings...



Grammar Settings for Word:

File > Options > Proofing

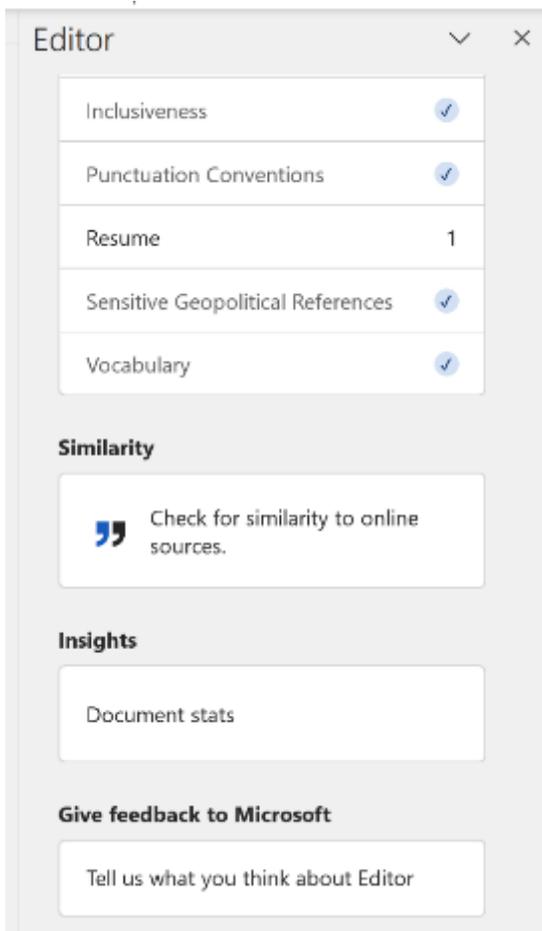
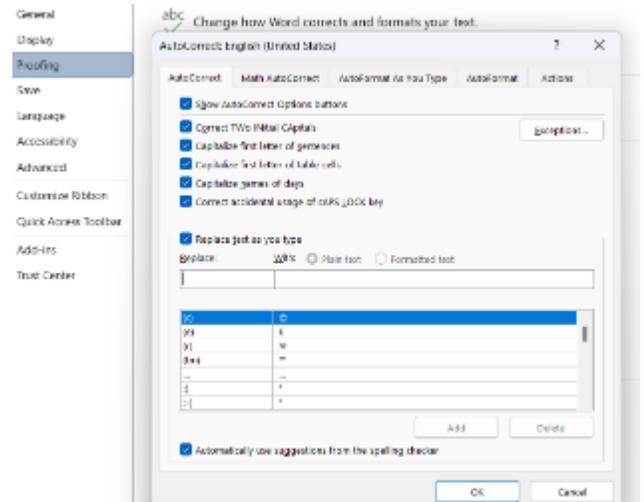
AutoCorrect Options

pubic/public, manger/manager, incon tinance/inconvenience

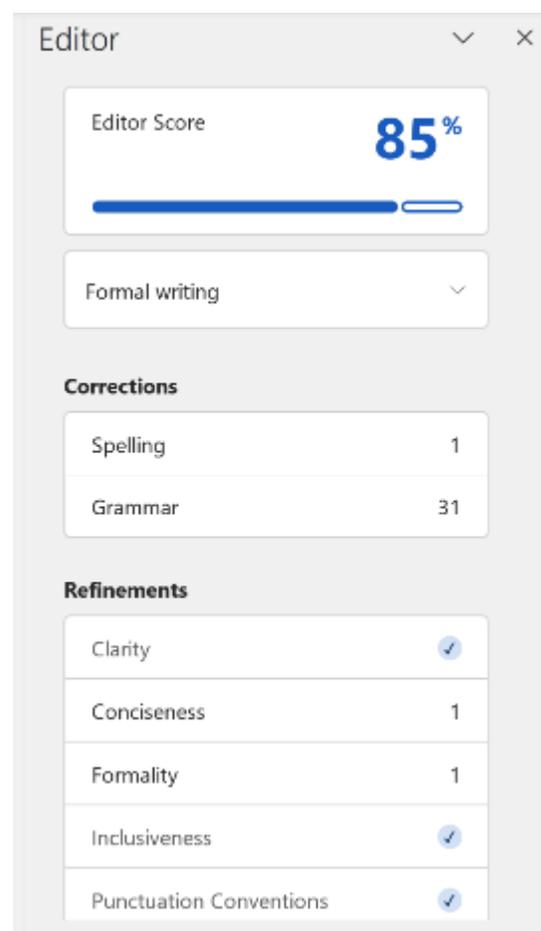
- a. FRO, (all offensive words)
 - b. Words you tend to misspell
- 2) **Show Readability Statistics** – pops up after spell check finishes

Settings

- a. **Comma Before Last List Item** – Always (“Oxford Comma” in 2016)
 - b. **Spaces Between Sentences** – 1
 - c. **Style** – Passive Sentences
- 3) **Find** – ion, ent, nce, ize, ive, ble
- 4) When re-using documents, use **Replace** to change names and dates



The



Editor

The References Tab

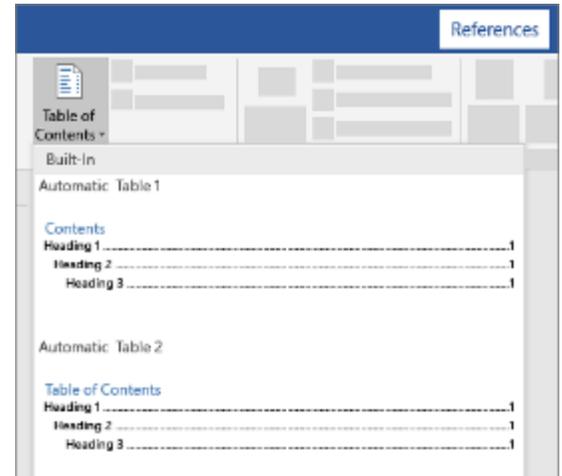


Create the Table of Contents

1. Put your cursor where you want to add the table of contents.
2. Go to **References > Table of Contents**, and choose an automatic style.
3. If you make changes to your document that affect the table of contents, update the table of contents by **right-clicking** the table of contents and choosing **Update Field**.

If you have missing entries

Missing entries often happen because headings aren't formatted as headings.

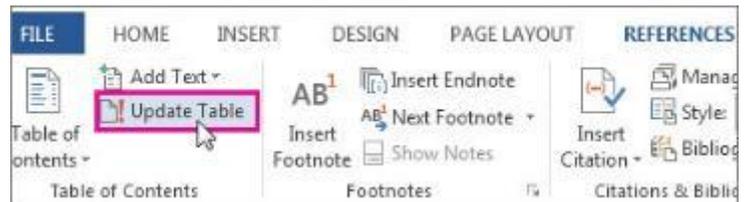


1. For each heading that you want in the table of contents, select the heading text.
2. Go to **Home > Styles**, and then choose **Heading 1**.
3. Update your table of contents.



Update a Table of Contents

1. Go to **References > Update Table**.
2. Select one of the following:
 - **Update page numbers only** This only updates the pages that the headings are on, and ignores any changes to the heading text.
 - **Update entire table** This will reflect any updates to the heading text, as well as any page changes.
3. Select **OK**.



Note: Manually created tables (not created automatically from the headings), can't be updated by Word. You'll need to manually type your changes in the table of contents.

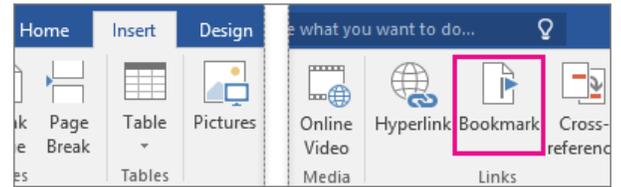
Add or delete Bookmarks in a Word document (or Outlook message)

A bookmark in Word works like a bookmark you might place in a book: it marks a place that you want to find again easily. You can enter as many bookmarks as you want in your document or Outlook message, and you can give each one a unique name so they're easy to identify.

To add a bookmark, you first mark the bookmark location in your document. After that, you can jump to the location or add links to it within your document or Outlook message. You can also delete bookmarks from a document or Outlook message.

Bookmark the location

1. Select text, a picture, or a place in your document where you want to insert a bookmark.
2. Click **Insert > Bookmark**.
3. Under **Bookmark name**, type a name and click **Add**.



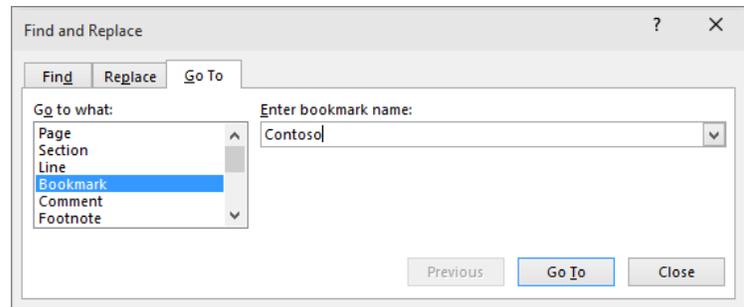
Note: Bookmark names need to begin with a letter. They can include both numbers and letters, but not spaces. If you need to separate words, you can use an underscore (_)—for example, *First_heading*.

Go to the bookmarked location

After creating your bookmarks, you can add links to them within your document or jump to them at any time.

Jump to a Bookmark

Type **Ctrl+G** to open the **Go To** tab in the **Find and Replace box**. Under **Go to what**, click **Bookmark**. Enter or select the **bookmark name**, and then click **Go To**.



Link to a Bookmark

You can also add **hyperlinks** that will take you to a **bookmarked** location in the same document.

1. Select the text or object you want to use as a hyperlink.
2. **Right-click** and then click **Hyperlink**.
3. Under **Link to**, click **Place in This Document**.
4. In the list, select the **heading** or **bookmark** that you want to link to.

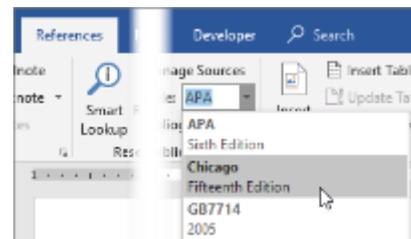


5. Click **OK**.
- Note:** To customize the Screen Tip that appears when you rest the pointer over the **hyperlink**, click **ScreenTip**, and then type the text that you want.

Delete a Bookmark

1. Click **Insert > Bookmark**.
2. Click either **Name** or **Location** to sort the list of bookmarks in the document.
3. Click the name of the bookmark you want to delete, and then click **Delete**.
4. If you have inserted a hyperlink to the deleted bookmark, **right-click** the linked text and then click **Remove Hyperlink**.

Note: To delete both the **bookmark** and the **bookmarked** item (such as a block of text or other element), select the item, and then press **Delete**.



Quick Parts

Use Quick Parts and AutoText in Word (and Outlook)

You can use the **Quick Part Gallery** to **create, store, and reuse pieces of content**, including **AutoText**, document **properties** (such as title and author), and **fields**. These reusable blocks of content are also called **building blocks**. **AutoText** is a common type of building block that stores text and graphics. You can use the **Building Blocks Organizer** to find or edit a building block.

To open the **Quick Part Gallery**, on the **Insert tab**, in the **Text group**, click **Quick Parts**.

Create a Quick Part

1. Select the phrase, sentence, or other portion of your document that you want to save to the gallery.
2. On the **Insert tab**, in the **Text group**, click **Quick Parts**, and then click **Save Selection to Quick Part Gallery**, change the **name** and add a **description** if you like, and click **OK**.

Note: To save a selection as **AutoText**, on the **Insert tab**, in the **Text group**, click **Quick Parts > AutoText > Save Selection to AutoText Gallery**.

Add a Quick Part to a document

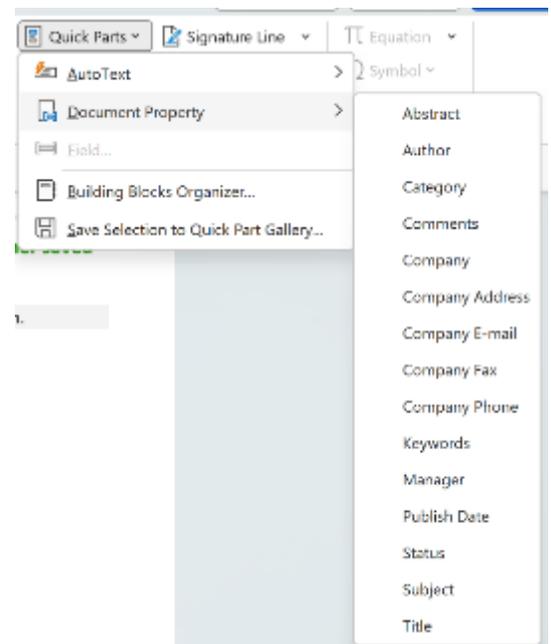
1. Place your cursor where you want to insert a selection from the **Quick Parts Gallery**.
2. On the **Insert tab**, in the **Text group**, click **Quick Parts**, and then click the **sentence, phrase, or other saved selection** you want to reuse.

Note: If you saved the item as **AutoText**, click **Insert > Quick Parts > AutoText** to find and click the selection.

Delete a Quick Part

1. Open a document that contains the **Quick Part** that you want to delete.
2. On the **Insert tab**, in the **Text group**, click **Quick Parts**, and then click **Building Blocks Organizer**. If you know the name of the building block, click **Name** to sort by name.
3. Select the entry, and then click **Delete**.
4. When asked whether you are sure you want to delete the building block entry, click **Yes**.

The building block that you deleted is no longer available in galleries, although the content might still appear in the document.



Inserting and formatting images:

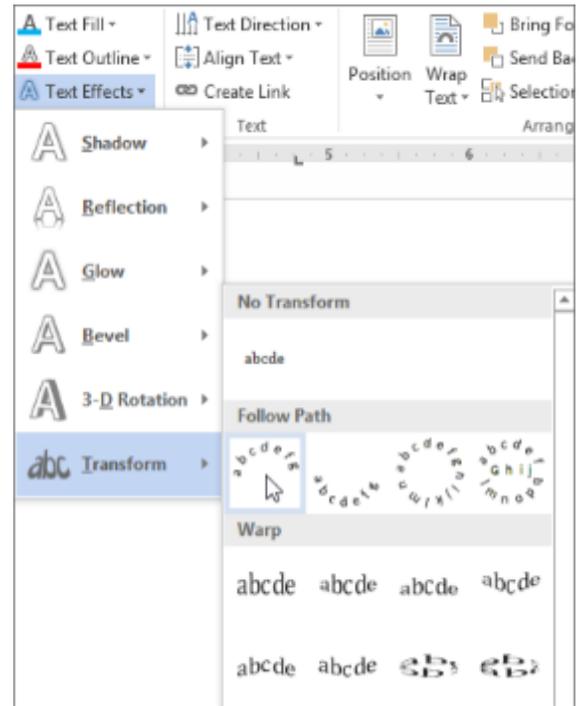
1. Click on the **Insert** tab on the ribbon.
2. Click on **Pictures** to insert an image from a file or **Online Pictures** to insert an image from an online source.
3. Select the image you want to insert and click **Insert**.
4. To format the image, click on it and select the **Picture Format** tab on the ribbon.
5. Use the tools in the **Picture Styles** group to add a border, shape, or effect to the image.
6. Use the **Crop** tool to resize and crop the image as needed.
7. Use the **Size** tool to adjust the size of the image.

Do the same for Word Art, Drop Caps, or Text Boxes

Resize or move pictures

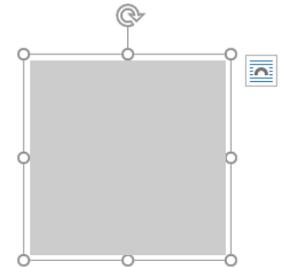
- To resize a picture, select the picture and drag a corner handle.
- To wrap text around a picture, select the picture, and then select a wrapping option.

Tip: Pick something other than **In Line with Text**, and you can move the picture around the page: select the picture and drag it.



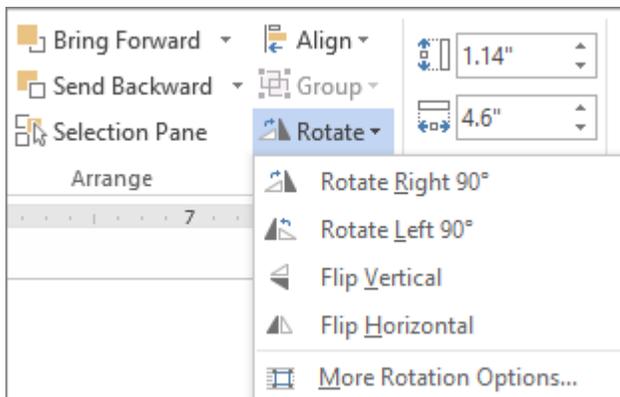
Choose a text effect

1. Select the **WordArt** text to change.
2. Go to **Shape Format** or **Drawing Tools Format > Text Effects > Transform**.
3. Pick the effect you want.
4. Click outside of your text box to see the effect.



Rotate it

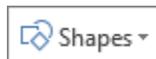
1. Select the **WordArt**, and then drag the circular rotation handle at the top of the box.
2. To flip **WordArt** or rotate it 90 degrees, go to **Shape Format** or **Drawing Tools Format > Rotate**, and then select an option.



Creating and formatting shapes:

1. Click on the **Insert tab** on the ribbon.
2. Click on **Shapes** to insert a shape.
3. Select the shape you want to insert, such as a rectangle, circle, arrow, or callout.
4. Click and drag to draw the shape on the document.
5. To format the shape, click on it and select the **Shape Format tab** on the ribbon.
6. Use the tools in the **Shape Styles** group to add a border, fill, or effect to the shape.
7. Use the **Shape Outline** tool to adjust the thickness and color of the shape's outline.
8. Use the **Shape Effects** tool to add shadows, reflections, or 3D effects to the shape.

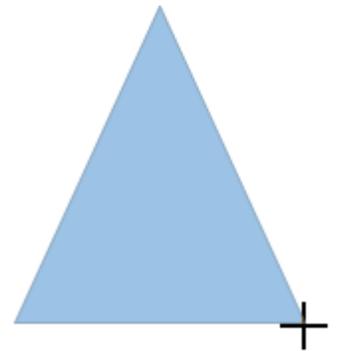
Add a Shape



1. On the **Insert tab**, click **Shapes**.
2. Click the shape you want, click anywhere in the workspace, and then drag to place the shape.

To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold Shift while you drag.

Note: The same functionality applies for **Smart Art** and **Drop Caps**



Wrapping text around images and shapes:

1. Select the image or shape you want to wrap text around.
2. Select the **Wrap Text** option on the **Picture Format** or **Shape Format tab** on the ribbon.
3. Choose a text wrapping option, such as **Square**, **Tight**, **Through**, or **Top and Bottom**.
4. Adjust the text flow and spacing using the **Position and Text Wrapping** options.
5. Preview the result and adjust the settings as needed.

Distance from the Text

You can enter custom values for the distance between the text and the image. You can independently set distances for the **Top**, **Bottom**, **Left**, and **Right**.

Edit Wrap Points

OK Saves your changes and exits the dialog box.

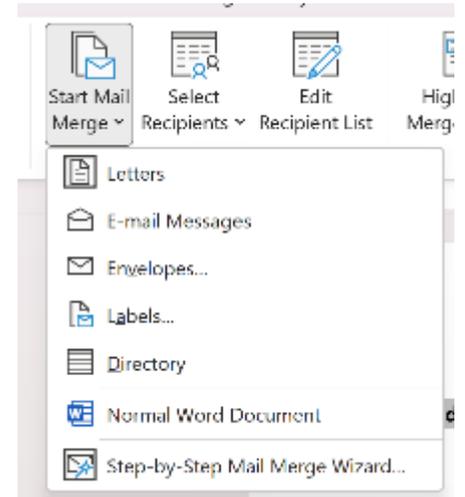
Cancel Ignores your changes, and exits the dialog box.

Mail Merge



Setting up a mail merge:

1. Click on the **Mailings tab** on the ribbon.
2. Click on **Start Mail Merge** and choose the type of document you want to create, such as letters, envelopes, labels, or email messages.
3. Select **Step-by-Step Mail Merge Wizard** and follow the prompts to create a main document and a recipient list.
4. Use the **Insert Merge Field** option to insert placeholders for the recipient data in the main document.



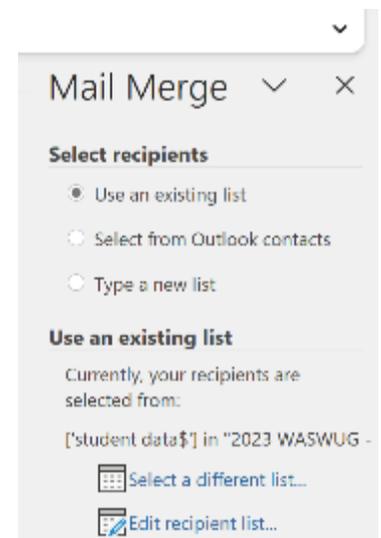
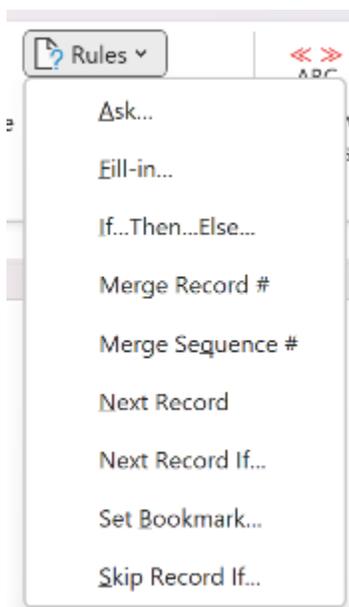
Creating and editing a recipient list:

1. Click on the **Mailings tab** on the ribbon.
2. Click on **Select Recipients** and choose the type of recipient list you want to use, such as an existing list, a new list, or an external data source.
3. Follow the prompts to select or create the recipient list and match the fields with the placeholders in the main document.
4. Use the **Edit Recipient List** option to add, delete, or modify the recipient data as needed.
5. Use the **Filter** option to sort or filter the recipient list based on specific criteria.

Merging data into a document:

1. Click on the **Finish & Merge** tab on the ribbon.
2. Choose the type of output you want, such as printing, emailing, or creating a new document.
3. Preview the merged documents and make any necessary edits.
4. Use the **Edit Individual Documents** option to customize or edit each individual document.

Note: You can set Rules for Mail Merge to fine tune the results.



Microsoft Office Shortcuts

OFFICE Shortcuts for ALL Programs

Alt +	Tab	Switch Windows
Ctrl +	X	Cut
Ctrl +	C	Copy
Ctrl +	V	Paste
Ctrl +	P	Print
Ctrl +	Z	Undo
Ctrl +	Y	Redo/Repeat F4
Ctrl +	A	Select All
Ctrl +	S	Save
F12		Save As...
Ctrl +	B	Bold
Ctrl +	I	Italic
Ctrl +	U	Underline
Ctrl +	O	Open
Ctrl +	K	Insert Hyperlink
Ctrl +	F	Find
Ctrl +	W	Close current doc
Ctrl + Shift +	F	Change font
F7		Spell Check

EXCEL Shortcuts

Ctrl +	;	Insert current date
Ctrl +	:	Insert current time
Ctrl +	"	ditto cell data from above
Ctrl + Shift +	{	Unhide any hidden rows
Ctrl + Shift +	}	Unhide any hidden columns
Alt +	=	Autosum
Ctrl + Shift +	!	Number format with 2 decimal places
Ctrl + Shift +	\$	Currency format with \$
Alt +	Enter	Start a new line in the same cell
Ctrl +	Arrow Keys	Navigate around to last no-empty cell
Ctrl +	Home	Go to cell A1
Ctrl +	End	Go to last non-empty cell
Ctrl +	D	Fill Down
Ctrl +	R	Fill Right
Ctrl +	1	Open Format Cells dialog Box

WORD Shortcuts

Ctrl + Shift +	>	Increase Font size
Ctrl + Shift +	<	Decrease Font size
Ctrl + Shift +	*	Select all items in current list
Ctrl + Shift +	1	Apply Heading Style 1
Ctrl + Shift +	2	Apply Heading Style 2
Ctrl + Shift +	3	Apply Heading Style 3
Ctrl + Alt +	5	Apply strikethrough format
Ctrl + Shift +	W	Apply or remove Bullet format
Ctrl + Shift +	K	Apply or remove Number format

POWERPOINT Shortcuts

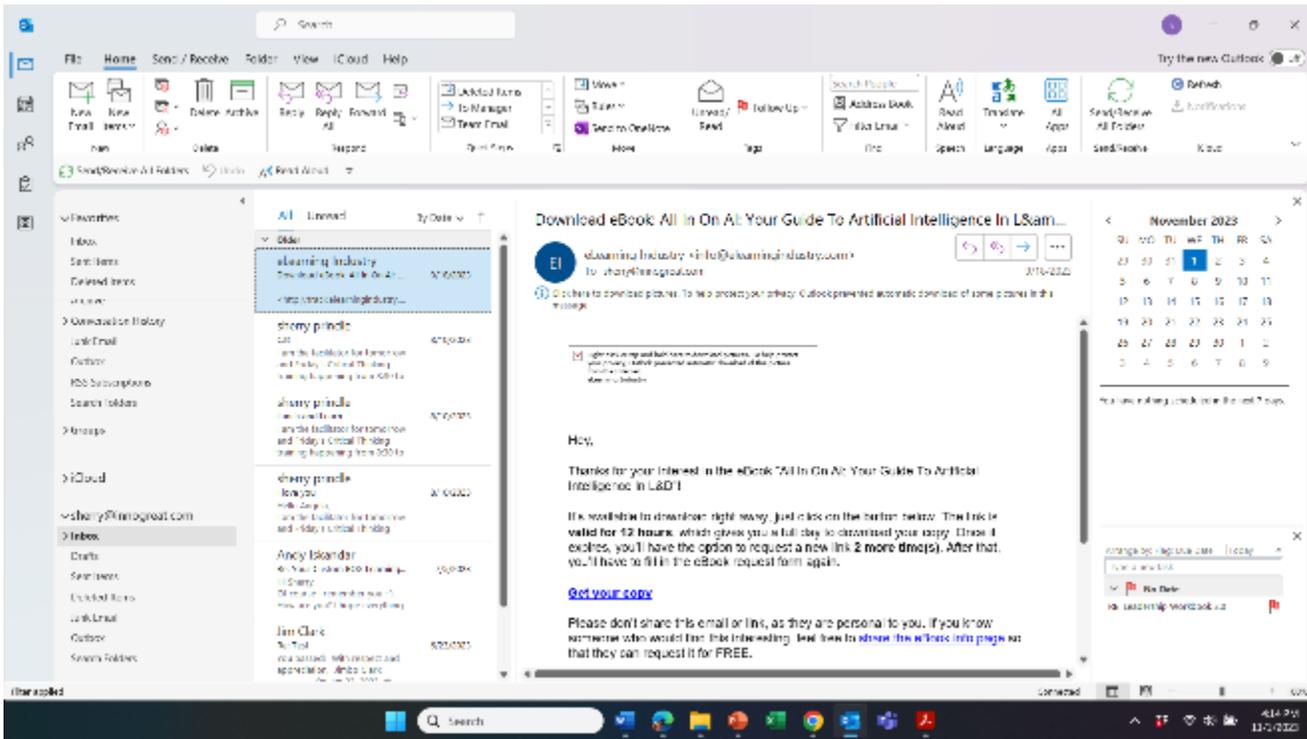
Ctrl +	M	Insert New blank slide
Ctrl +	D	Duplicate slide
Ctrl +	Tab	Move to next slide
Ctrl + Shift +	Tab	Move to previous slide
Ctrl + Shift +	T	Apply the last animation to the selection
Ctrl + Shift +	C	Copy the format of a selected object
Ctrl + Shift +	V	Paste the format of a selected object
F5		Start Presentation
Ctrl +	F5	Start Presentation from current slide

OUTLOOK Shortcuts

Ctrl +	1	Go To Mail
Ctrl +	2	Go to Calendar
Ctrl +	3	Go to Contacts
Ctrl +	R	Reply to the selected email
Ctrl + Shift +	R	Reply ALL to the selected email
Ctrl + Shift +	Q	Mark all messages read
Ctrl +	F	Forward selected email
Ctrl + Shift +	A	Creat a new appointment
Ctrl + Shift +	K	Flag a message for follow-up
Ctrl + Shift +	N	Create new email message
Ctrl + Shift +	V	Move a message to a different folder

Microsoft Outlook

The Outlook Interface > Working with Email and Folders > Add an email account

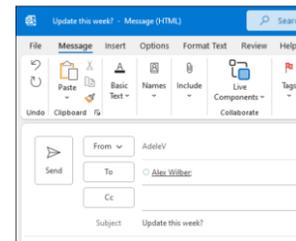


1. Open Outlook and select **File > Add Account**.
2. Enter your email address and select **Connect**.
3. If your screen looks different, enter your name, email address, and password, and select **Next**.
4. If prompted, enter your password and select **OK**.
5. Select **Finish**.



Create and send email

1. Choose **New Email** to start a new message.
2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field. don't see **Bcc**, turn it on in the **Options** Tab of a New Message.
3. In **Subject**, type the subject of the email message.
4. Place the cursor in the body of the email message, and then start typing.
5. After typing your message, choose **Send**.



If you

Using To..., Cc..., and Bcc Appropriately

To is the main addressee

Cc people who need to be in the loop but don't need to act or respond

Bcc addresses do not appear. They do not receive replies to all.



Reply or Forward

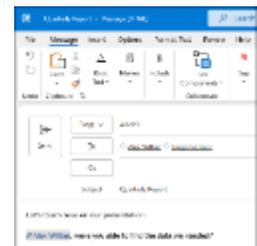
1. In **Mail**, select the message to which you want to reply or which you want to forward.
2. Select an action:
 - Click **Reply** to respond to the sender.
 - Click **Reply All** to respond to all addresses on the email.
 - Click **Forward** to send the email to another address.
3. Provide any additional required email addresses in the **To** or **CC** fields.
4. Type your comments at the top of the **Message** field above the previous message headers and text.
5. Press the **Send** button.

Save a Draft

1. In **Mail**, create an email (or press **Ctrl + N**).
2. Select **Save** on the **Quick Access Toolbar** (or press **Ctrl + S**) to save the email in the Inbox **Drafts** folder.

Open and Send a Draft Email

1. Click the **Drafts** folder to see all the draft email messages.
2. Double click the desired email to open it.
3. Click the **Send** button.



Use @mentions to get someone's attention

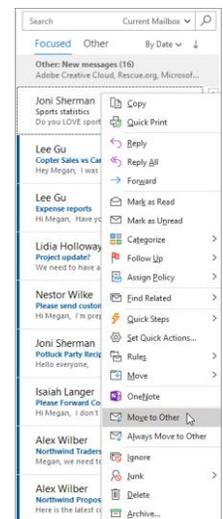
1. In the body of the email message or calendar invite, enter the **@** symbol and the first few letters of the contact's first or last name.
2. When Outlook offers you one or more suggestions, choose the contact you want to mention. By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name.
3. The mentioned contact is added to the **To** line of the email or the meeting invite.

Focused Inbox

Focused Inbox helps you focus on the emails that matter most. It separates your inbox into two tabs—**Focused** and **Other**. If messages aren't sorted the way you like, you can move them and set where to deliver future messages from that sender.

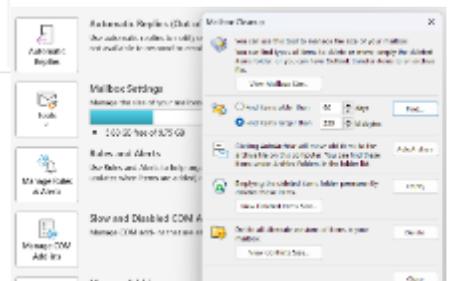
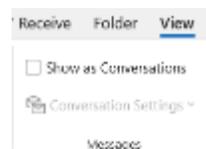
1. Select the **Focused** or **Other** tab.
2. Right-click the message you want to move and select **Move to Other** or **Move to Focused**.

To turn the Focused Inbox on or off: Select **View > Show Focused Inbox**.



View as Conversations

1. Click in the **VIEW** tab.
2. In the **Messages** group, click to check **Show as Conversations**.
3. Click the **Conversation Settings** dropdown.
4. Select from the options including:
 - a. **Show Messages from Other Folders.**
 - b. **Show Senders Above the Subject.**



Mailbox Cleanup

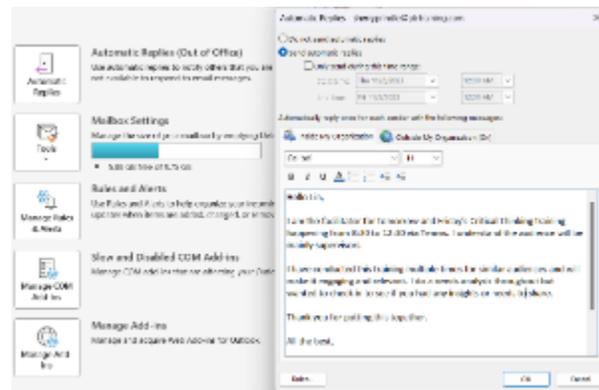
1. Click in the **FILE** tab.
2. On the **Cleanup Tools** button, click the dropdown.
3. Select from the options:

Ignore or Block

1. Right click the conversation or an email in the thread.
2. Select the arrow by Delete > Ignore.
3. If prompted, confirm by selecting Ignore Conversation.
4. You can block a sender from the Junk arrow.

Attachments

1. In **Mail**, click the **New Email** button (or press **Ctrl + N**).
2. Position the cursor in the message body.
3. On the **Insert** tab, in the **Include** group, click the button to attach the kind of item to attach.
 - Select **Attach File** for files and photos.
 - Select **Outlook Item** for emails, tasks or notes.
 - Select **Business Card** for contacts.
 - Select **Calendar** for calendar items.
4. Navigate to the item you want to include with your message and select it.
5. Click either the **Insert** or **OK** button (whichever is present) to complete the attachment.



Automatic Replies

1. Select File > Automatic Replies > Send automatic replies.
2. If you want to pre-schedule, select Only send during this time range, and choose dates and times.
3. Type in a message. You can format the text using the tool bar, or copy and paste.
4. Select OK.
5. To set an automatic reply for contacts outside your organization, select Outside My Organization > Auto-reply to people outside my organization, type in a message, and select OK.

The OK button may be missing because of certain screen resolution and scaling settings. To resolve this issue, you can adjust the screen resolution and scaling settings.

Search Email

1. Select the search bar, located above the Outlook ribbon.
2. Type a name, subject, or phrase that is included in the email message that you want to find. You can use quotation marks around a phrase to search words in that exact order.
3. To refine search results, select an option to refine or widen your search: All Mailboxes, Current Mailbox, Current Folder, Subfolder, or All Outlook Items.

You can also select a category within the Refine group to further filter your search results:

- From – only shows results from a specific person.
- Subject - only shows results based on the subject.
- Has Attachment – only shows emails that have attachments.
- Categorized – only shows results that have a specific category assigned to them.
- Sent To – searches messages Sent to You, Not Sent Directly to You, or Sent to Another Recipient.
- Unread – only shows unread messages. Flagged - only shows messages flagged by you.
- Important - only shows emails marked as Important.
- More - filters your results based on more advanced criteria, such as Cc or Sensitivity.

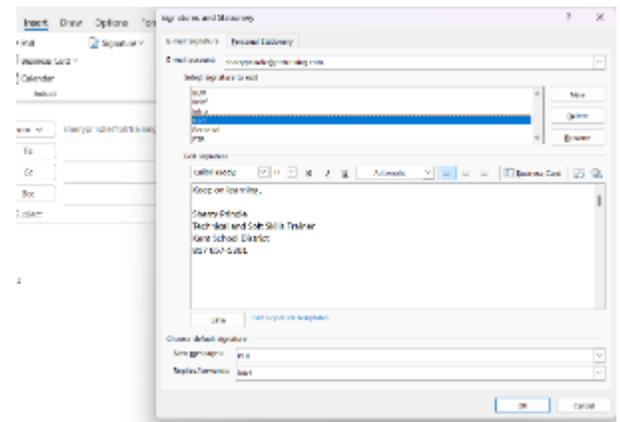
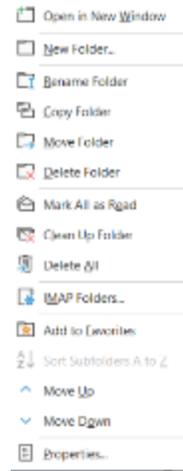
Select Recent Searches to run recent searches again. Outlook saves only the recent search query, not the results. Select Close Search to close the Search tab.

Create a Folder

1. In **Mail**, click on the **Folder** tab.
2. In the **New** group, click **Create New Folder**.
3. In the **Name** field, provide a name for the folder.
4. From the **Folder Contains** dropdown, select the types of items the folder will contain, such as **Mail** and **Post Items**, **Calendar Items**, or **Contact Items**.
5. Select a parent folder for your new folder from the folder tree.
6. Click the **OK** button.

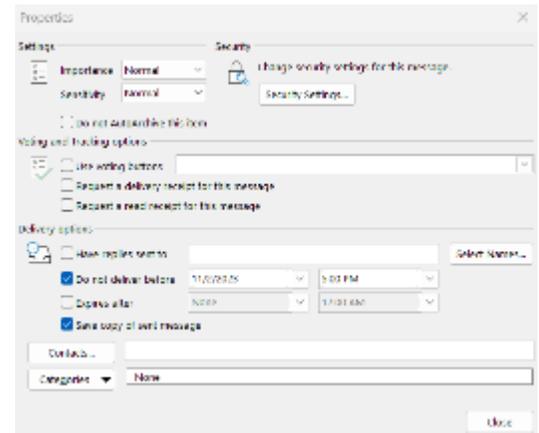
Set Up Signatures

1. In **Mail**, create a new email (**Ctrl +N**).
2. In the **Include** group, click **Signature**.
3. Click the **New** button.
4. Enter the name for the signature.
5. Add the text for your signature.
6. From **Choose default signature**, select your desired settings:
 - a. E-mail account
 - b. New messages
 - c. Replies/forwards



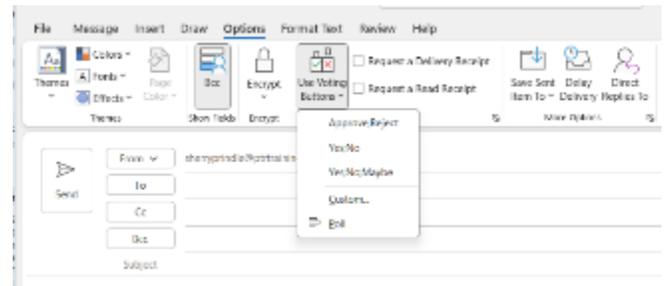
Tracking and Voting

1. In **Mail**, create a new email (**Ctrl +N**).
2. Click in the **Message** area of the email.
3. The **Options** tab appears. Click it.
4. In the **Tracking** group, select from the following:
 - a. Use Voting Buttons
 - Approve;Reject
 - Yes;No
 - Yes;No;Maybe
 - Custom...
 - b. Request a Delivery Receipt
 - c. Request a Read Receipt



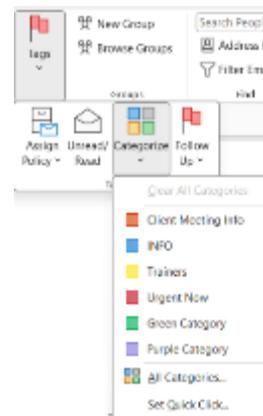
Delay Delivery

1. Open a new email (or use **Ctrl + N**).
2. In the **OPTIONS** tab, in the **Tracking** group, click **Delay Delivery**.
3. In the **Properties** dialog box, under **Delivery Options**, select from the options including:
 - a. Have replies send to
 - b. Do not deliver before
 - c. Expires after
 - d. Save copy of sent message



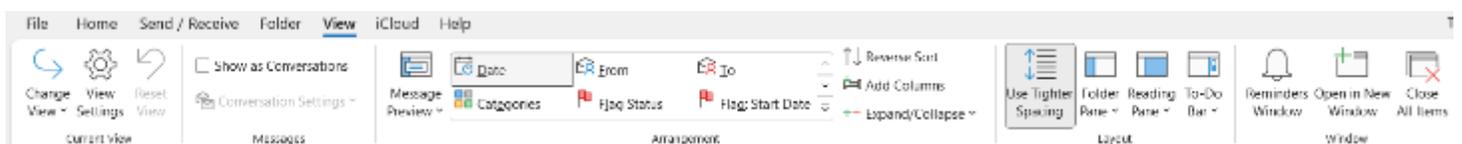
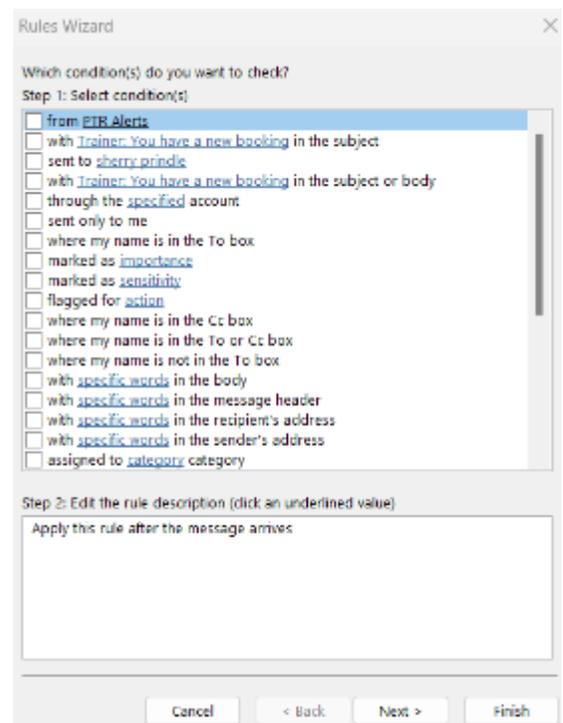
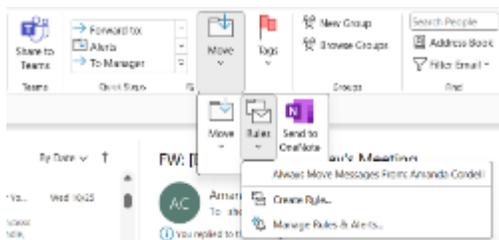
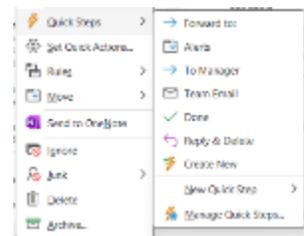
Categories

1. In **Email**, click on an email.
2. Click in the **HOME** tab.
3. In the **Tags** group, click the **Categorize** dropdown.
4. Click **All Categories...** Select an option:
 - a. New...
 - b. Rename
 - c. Delete
5. To assign **Color Categories** to the selected item, use the checkbox next to that category.
6. Select a new color from the **Color** dropdown.
7. Option: select **Shortcut Key** from the dropdown.

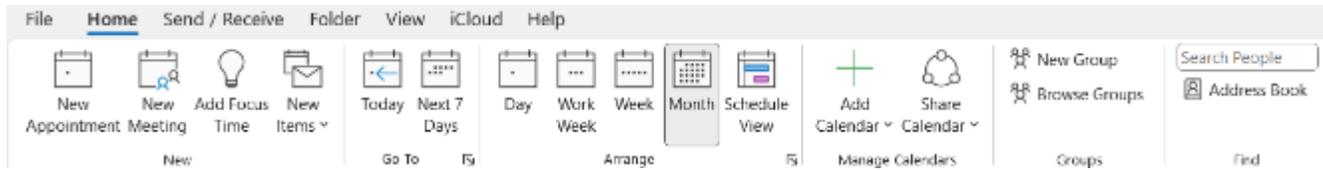


Creating Quick Steps and Rules

1. Right click on an email and choose **Quick Steps** or **Rules**. You can also choose Quick Steps in the **Home** tab and Rules under **Move**.
2. Choose a preset option and modify the inputs or choose Click to create a custom rule.
3. Click the **Next** button.
4. Click to select an action from the top and edit the rule description below.
5. Click the **Next** button.
6. If desired, click to select an exception to the rule from the top and edit the rule description below.
7. Click the **Next** button.
8. Enter a name for the rule.
9. Click the checkbox to select **Turn on this rule**.
10. Click the **Finish** button.



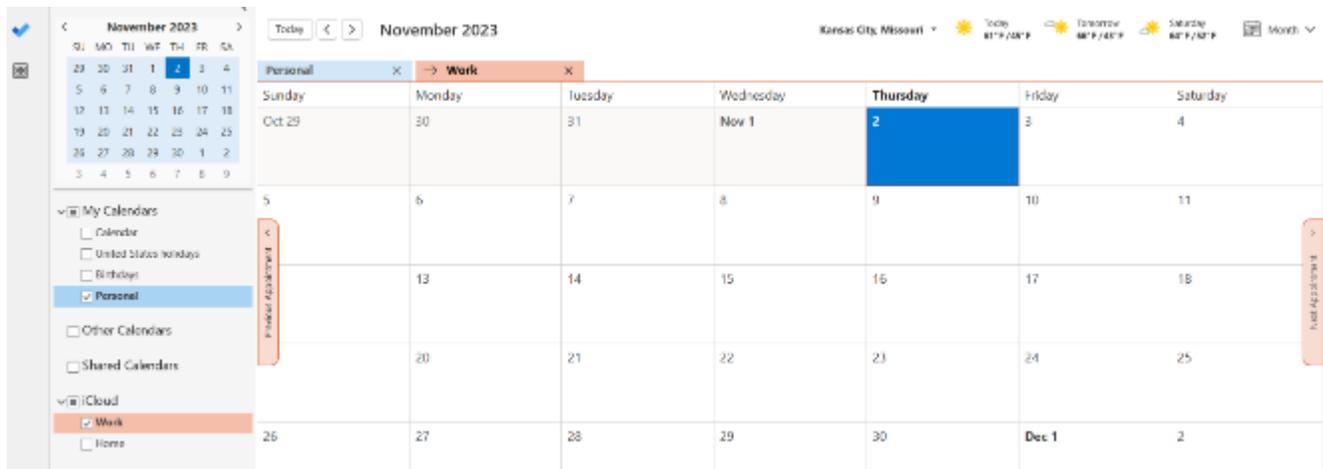
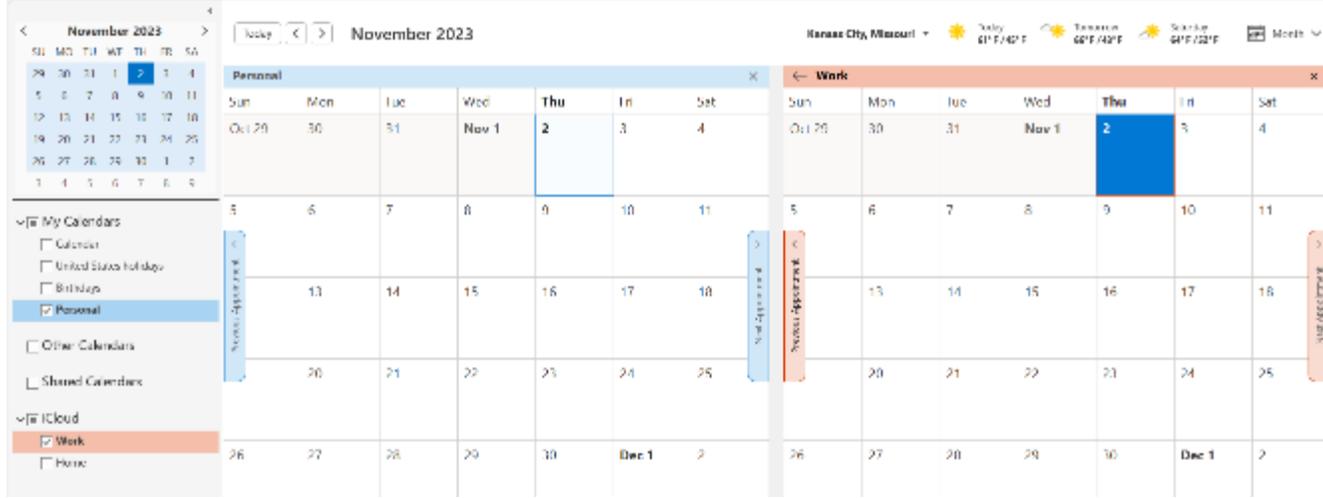
Working with Calendars



Overlay



New



Calendar

1. In the calendar navigation pane, right click on a calendar name to access the tool list.
2. Click **New Calendar...**
3. The **Create New Folder** window opens.
4. In the **Name:** box, enter a name for the new calendar.
5. Click in the location to position the calendar.
6. Click **OK**.

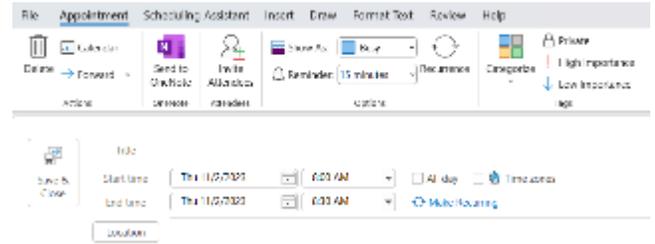
Schedule an Appointment

1. In **Calendar**, click on the date to schedule an appointment.
2. Double click on the date and the start time.

You can also click **New Appointment** on the **Home** tab or choose **Ctrl + N**.

Appointment Details

1. In the new appointment, enter the following details:
 - a. In **Subject**, enter the appointment name.
 - b. In **Location**, enter the meeting location.
 - c. In **Start time**, enter a date and time or use the calendar tool and dropdowns to select.
 - d. In **End time**, enter a date and time or use the calendar tool and dropdowns to select.
2. If applicable, check the **All day event** box.
3. To change to a meeting, on the **Appointment** tab in the **Attendees** group, click the **Invite Attendees** button.
4. When finished, in the **Appointment** tab in the **Actions** group, click the **Save & Close** button.



Send Meeting Invitation

1. In a meeting, click **To...** The **Address Book** (list of contacts) opens.
2. Select your recipients based on the three options: **Required**, **Optional** and **Resources**.
3. Click **OK** when finished selecting recipients.
4. Click the **Send** button. Later, if needed, add new recipients using the same process. The **Send** button becomes **Send Update**.

Cancel a Meeting

1. In a scheduled meeting, on the **Home** tab under **Actions** group, click the **Cancel Meeting** button.
2. To inform recipients, open the meeting.
3. Click the **Send Cancellation** button.

Calendar Reminder

1. When an event has a reminder, the **Reminder Window** appears on the corner of your screen.
2. Before it disappears, you have options to select from:
 - a. Dismiss
 - b. Snooze
 - c. Snooze time options
 - d. Dismiss all

Email Calendar

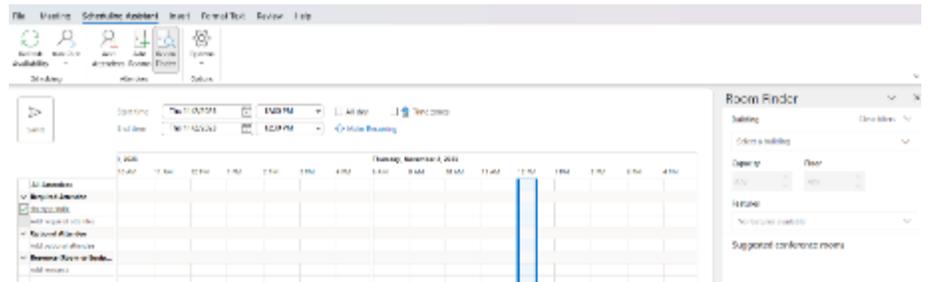
1. Open a calendar that you want to email.
2. Click in the **Home** tab. In the **Share** group, click **Email Calendar**.
3. Select from the options:
 - a. Calendar.
 - b. Date Range.
 - c. Detail.
 - d. Advanced.
5. Click the **OK** button.

Share Calendar

1. In the **Calendar** navigation pane, right click on a calendar name to access the tool list.
2. Hover on the **Share** flyout triangle.
3. Click **Share Calendar**.
4. An email opens with the calendar attached.
5. Click the checkbox to select **Recipient can add, edit, and delete items in this calendar**.

Meeting Scheduling

1. Open a meeting with multiple recipients.
2. Click in the **MEETING** tab.
3. In the **Show** group, click **Schedule View**.
4. Check available times. Each recipient's availability will show as:
 - a. Busy
 - b. Tentative
 - c. Out of Office
 - d. Current Meeting
 - e. No Information
5. When finished, click the **Send** button.

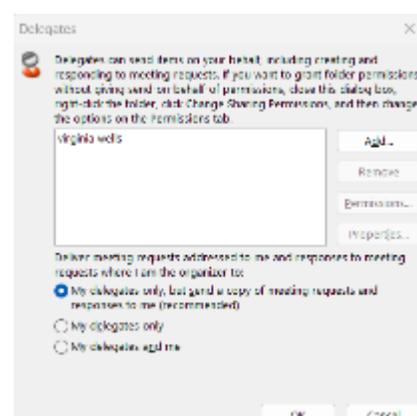
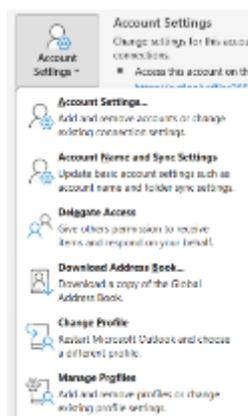


Room Finder

1. Open **New Items** dropdown.
2. Select from the options, including:
 - a. Contact
 - b. Contact from the Same Company.

Delegate Access

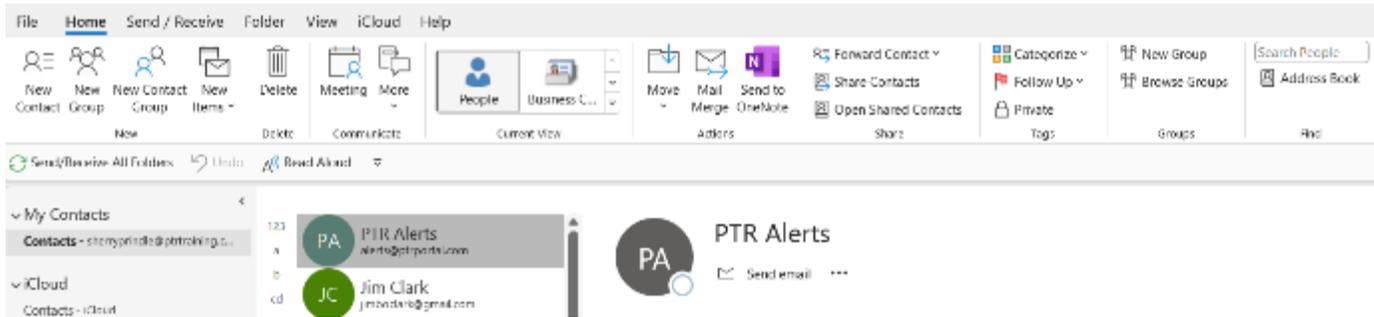
1. In **Outlook**, click in the **FILE** tab.
2. Click the **Account Settings** dropdown.
3. Select **Delegate Access**.
4. The **Delegates** window opens.
5. Click the **Add...** button to select the delegate name.
6. The **Delegate Permissions** window opens. Select the permissions you want to grant.
7. Click **OK**. The window closes.
8. In the **Delegates** window, click **OK**.



Contacts and Tasks

Address Book

Create Contacts



1. In

People, click in the **Home** tab.

2. In the **New** group, choose from the options:

- a. New Contact
- b. New Contact Group
- c. New Items dropdown

Tasks

