

# The Wonders of Word and Outlook

# Sherry Prindle <a href="mailto:sherry@sherryprindle.com">sherry@sherryprindle.com</a>

The Word interface:







# **Customizing the Quick Access Toolbar**

- 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**

 From the menu, select More Commands. This will open the Word Options dialog box.

t de	Home Insert D	haw Design Layout Refere	nces Mailings Review	v View telp Acrobat	
9~ 0	Pasts ♂	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	As× Ap ⊟ × B ∠ × <u>A</u> · ∃ ≣	· 문 = [12 · 문 = [2] · 문	Normal
Lindo	Cipboard IN	Fart:	ru	Fanguph IS	

- 2. <u>Explore</u>: 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.
- <u>Add commands</u>: Select the command(s) that you want to add to the <u>Quick Access Ribbon</u> and click the Add button.
- 4. Remove commands: Select the command and click the Remove button.
- <u>Change the order of commands</u>: Select a command and use the Up and Down arrows to arrange in the list.
- 6. <u>Save changes</u>: 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.

storage Manuada Nou	Rote: Miller Miller Briterion		_	
Word Options		7	t.	×
General	Customize the Quick Access Toolbar.			
Proofing Save	Obsee commands from      Outputse Quick Access Text     Popular Commands     For all documents (documents	tur (D	9	
Language	<separator></separator>		٦	
Access bility	🔁 Accept Berisian 🥔 Editor			
Advanced	Add Table     Add Table			
Customize R bloom	E Sul ets D E View Whole Page			
Guick Access Toolbar	Conter     Po Gen Formating (Den 7     En Word Count	d Fermall.		
Add-ins	Ta copy			
Trust Center	▲     Out       Defers Nonther Format       ◯       Defers [Defers Comment]       ▲       Draw Viet on Two Rox       ▲       Ford       □       ↓			
	Show Quick Access Toolbar			
	Toolbar Position Below R bicon ~ Customizations: Renet ~ C	×		
	Aways show command Jabels	port - 1 <sup>00</sup>		
		ок 📄	Cano	•





File	Hom- L	na har bar	
<i>ه</i> ک	r¢.	Show Quick Access Toolbar	
6	L	Customize the <u>Bibbon</u>	⊸ A^ A*
<u> </u>	Pa	Collapse the Ribbon	x² 🛕 ~

# Formatting text and paragraphs

	File	Home Inser	t Draw Design	Layout	References	Mailings	s Review View	Help Acrobat				
	5 5	Paste 🕉	Calibri (Body) B I <u>U</u> ∽ ek	$ \begin{array}{c} \mathbf{v} \\ 11 \\ \mathbf{x}_{2} \\ \mathbf{x}_{3} \\ \mathbf{x}_{4} \end{array} $	A* A*   Aa ~ ▲ ~ ∠ ~	Aø Av	E = = = : E - := - := :	⊞ ⊞ ∰ ↓   ¶ ≣ •   ▲ • ⊞ •	Normal	No Spacing	Heading 1	P Find → \$ Replace \$ Select →
	Undo	Clipboard 15		Font		Б	Paragri	aph 🖬	2	Styles	Ts.	Editing
ι.						X	1.0.0.1.0.0.0.1	2	3 1	e e 4 e constance	5	

# **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. <u>To modify a style</u>, right-click on the Style in the Styles Group or Panel and select Modify.
- 5. <u>To create a new style</u>, 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. <u>To save and reuse custom styles</u>, click on the Save Selection as a New Quick Style button at the bottom of the Styles Gallery.
- 7. <u>To create a Table of Contents</u>, 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. <u>To create a Table of Figures, label your figures</u> 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.

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**.

AaBbCcDd	AaBbCcDd	AaBbCo	AaBbCcE	AaBbCcD	АаВ	AaBbCcD
1 Normal	1 No Spac	Heading 1	Heading 2	Heading 3	Title	Subtitle
			Styles			

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.

In the Formatting section, make any formatting changes you want, such as font style, size, or color, alignment, line spacing, or indentation. Choose whether the style change applies to the current					Update Normal to Match Selection	<b>4 </b> 2	AaB
<ol> <li>Choose whether the document or to all full</li> </ol>	style change applies to t uture documents.	he <b>current</b>			<u>S</u> elect All: (No Data) Re <u>n</u> ame		
Modify Style		?			Remove from Style Gallery		
Properties	Normal	✓ Add to the <u>S</u> tyles galle	<b>y</b>		Add Gallery to Quick Access Toolbar		
Style type:	Paragraph	Only in this <u>d</u> ocument	C	) Ne	ew documents based on this template		
Style based on:	(no style)		<				
Style for following paragraph:	¶ Normal		$\sim$				
Formatting Calibri (Body) V 11		✓					



4



# 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**.
  - 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

Page Break¶	
-------------	--

Page Break



Header ~

📮 Footer 🗠

🍙 Page Number 🗠

Top of Page

Bottom of Page

Page Margins
 Current Position

Text

Boxh

>

>

>

>





# 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...





 $\overset{(b)}{\smile}$  . Charge have Mini serveds and breaks y

reps how Nord spreaches of barrens test () was type - Autoconect Options.

General

Proving

ingen

rie ie



# **Grammar Settings for Word:**

## File > Options > Proofing

## **AutoCorrect Options**

pubic/public, manger/manager, incon tinence/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

Display Proofing	AutoCorrect E					
loofing		ngish (United State	5]		2	×
2009	Autoconnect	Main Autocorrect	AutoFormat As You Type	Autor-onmat:	Adions	
	<ul> <li>Show As</li> </ul>	toCorrect Options but	tions			
udrete	Correct"	TWo INRial CApitals			Facenticat	
cossibility	Capitaliz	e first letter of gerten	C#1			
dvanced	Capitoliz	e first letter of table e	els			
	Capitaliz	e games of days				
ustomize Ribbon	Correct	accidental stage of ci	URS LOOK bey			
uick Access Toolbar		-				
	Replace	jest as you type				
dd-ins	Beplace:	We Or	tain text			
nust Center			-			-1
						-1
	10					11
	99	6			_	11
	91					
	3.44	-				
	-	-				

,			The			Edi
Editor	$\sim$	×		Editor	$\sim$	×
Inclusiveness	\$			Editor Score	85%	
Punctuation Conventions	\$					
Resume	1					
Sensitive Geopolitical References	<b>v</b>			Formal writing	~	
Vocabulary	✓			Corrections		
Similarity				Spelling	1	
Check for similarity to online sources.	!			Grammar	31	
				Refinements		
Insights				Clarity	۲	
Document stats				Conciseness	1	
				Formality	1	
Give feedback to Microsoft				Inclusiveness	۲	
Tell us what you think about Editor				Punctuation Conventions	Ø	





# **The References Tab**

File Home Inset Dra	w Besign Layout <u>Reference</u>	es Mailings Revie	ev View Help Acrobat	Acture Format		🖓 Comments ] 🖉 Editing * ) 📑 Shar	e ~
Table of Contents *	ab <sup>1</sup> River Endnote Inset di Nast Fostacia + Fostrote E Show Notes	D D Search Desarcher	Inset Style	Inset Date of Figures	Mark Dictor Index Mark Dictor	Nack Nack Outdon	
Table of Contents	Footrates Ta	Research	Citations & Elbil 29 uphy	Capitore	Index	Table of Authorities	٣

## **Create the Table of Contents**

- 1. Put your cursor where you want to add the table of contents.
- 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.





FILE	HOME	INSERT	DE	SIGN	PAGE L	AYOL	IT RE	FERENCES
Table of	Add Tex	t - Table	AB <sup>1</sup> Insert	R Inse Al Nex	rt Endnote t Footnote w Notes	•	Insert Citation =	図 Manag 記 Style: 能 Bibliog
Table	e of Contents		F	ootnote	s	5	Citatio	ons & Biblic





# **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 separate words, you can use an underscore (\_)-for example, First\_

Home

k

Page

Break

Insert

Table

Tables

Design

Pictures

0

Cross

reference

?

×

¥

Close

P

Links

Hyperlink Bookmark

L.

Online

Video

Media

## Go to the bookmarked location

After creating your bookmarks, you can add links to them within your

## Jump to a Bookmark

Type Ctrl+G to open the Go To tab in the Find and Replace box. U 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. 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.

Find and Replace

Go to what:

Page

Section Line

Comment Footnote

Fin<u>d</u> Replace

Go To

^

5. Click OK.

## 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.



WSIPC	



e both numbers and letters, but not spaces. If you need to <i>heading</i> .
our document or jump to them at any time.
nder <b>Go to what</b> , click <b>Bookmark</b> . Enter or select the

Enter bookmark name:

Previous

Go <u>T</u>o

Contoso







9

# **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.

🗵 Quick Parts 🗸 📝 Signature Line 👻 🗍	T Equation 👻
AutoText >	2 Symbol ~
Document Property >	Abstract
🖼 Eield	Author
Building Blocks Organizer	Category .
🗄 Save Selection to Quick Part Gallery	Comments
	Company
	Company Address
1.	Company E-mail
	Company Fax
	Company Phone
	Keywords
	Manager
	Publish Date
	Status
	Subject
	Title





# Inserting and formatting images:

- 1. Click on the Insert tab on the ribbon.
- 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

11

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







Powered by Your Cooperative!







# **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



- Shapes
- 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

Fie Home In	rsert Draw Design Layout H	eferences <u>Mailings</u> Beview View Help Acros	bat	🖓 Comments 🖉 Editing 🐑 😢 Share 🔹
Envelopes Labels	Start Mail Select Edit Nerge * Becipients* Recipient i st	Highlight Address Growing Inser Marge Balder * Megnifelds Block Line Bald * Brokers	Teids Feids Libes Beads B	
Greate	Sark Mail Morge	Write & Insert Fields	Preview Results Finish Aurobas	· · · · ·

## Setting up a mail merge:

- 1. Click on the Mailings tab on the ribbon.
- 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:

	Rules Y	
a	∆sk v	
	<u>F</u> ill-in	
-	IfThenElse	
	Merge Record #	N
	Merge Se <u>q</u> uence #	
	Next Record	
	Next Record If	
	Set <u>B</u> ookmark	
	<u>S</u> kip Record If	

- 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.
- 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.

5	~
ent.	Mail Merge \vee 🛛 ×
ny	Select recipients
	Use an existing list
C	Select from Outlook contacts
	<ul> <li>Type a new list</li> </ul>
s.	Use an existing list
	Currently, your recipients are selected from:
	['student data\$'] in "2023 WASWUG -
	Select a different list
	Edit recipient list



L d	- 29		
Start Mail	Select	Edit	Hig
Merge Y	Recipients ~	Recipient List	Merg
E Lot	ters		
🗎 E-n	nail Messages		
🗹 Eng	elopes		
🔁 Lab	oels		
🗐 Dir	ectory		
🚾 No	rmal Word Do	ocument	
Ste	p-by-Step Ma	ail Merge Wizard	I



# **Microsoft Office Shortcuts**

# **OFFICE Shortcuts for ALL Programs**

Alt +	Tab	Switch Windows
Ctrl +	Х	Cut
Ctrl +	С	Сору
Ctrl +	v	Paste
Ctrl +	Р	Print
Ctrl +	Z	Undo
Ctrl +	γ	Redo/Repeat   F4
Ctrl +	А	Select All
Ctrl +	S	Save
F12		Save As
Ctrl +	В	Bold
Ctrl +	1	Italic
Ctrl +	U	Underline
Ctrl +	0	Open
Ctrl +	К	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 +	К	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 +	т	Apply the last animation to the selection
Ctrl + Shift +	С	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.
- 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**.

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

To is the main addressees

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.





lf you







Powered by Your Cooperative!



## **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.

16

- 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.





Receive Folder <u>View</u>

Conversation Settings

Messages





negi (11	content manada • /
Focused Othe	r By Date ∽ ↓
Other: New messa Adobe Creative Clo	ges (16) ud, Rescue.org, Microsof
Joni Sherman Sports statistics Do you LOVE sport	Copy
Lee Gu	5 Rephy
Hey Megan, 1 was	Forward
Lee Gu Expense reports	Mark as Read
ninegan, nare je	El Categorize
Lidia Holloway Project update?	P Follow Up
We need to have a	Assign Policy
Nestor Wilke	Eind Related
Hi Megan, Tm prej	🐓 Quick Steps 🔅
Joni Sherman	Set Quick Actions
Potluck Party Recip Hello everyone,	Rules :
27 C	Move :
Please Forward Co	One <u>N</u> ote
Hi Megan, 1 don't	Moge to Other
Alex Wilber	Always Move to Other
Northwind Traders Megan, we need to	to Ignore
Alex Wilber	₿ Junk
Northwind Propos	Delete
Here is the latest of	Archive

## 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.

		Automotic Replies - preruptingle Catel Contractors	×
		Other extransition of the model	
	Autometic Replice (Out of Office)	Orbend expmatik molifies	
	One externatio repressionedly others that you are	Donly soul define the time renation	
Avrenatic	not could be to appreci to result mean ges-	roosing Newsystem v resource v	
<b>Angliko</b>		in the PATRICIAL PROPERTY OF	
-	Mailbox Settings	Adventisely reply even for each conduct of the following messages:	
13	Manage the size of processalities by employing their	🚳 neletare vectorization 🔕 Calcula Up Departure (Dr.)	
Teole			
	<ul> <li>All of Me 275.75 GI</li> </ul>	06 M	
		a / u <u>A</u>	
.86	Bales and Alerts	and other	
901 - U	Use Poles and Plans to help organize your incomin		
Manage Rates	upcher when Brins an added, changed, or many	tare the facilitator for tensorow and widey's Critical Hinking training	
d. Neta		Incomenting from 8:30 to 12:30 etc Tension. I contend and the analysis of	1 a 1
		includy supervisors.	- 11
<b>a</b> -1	Slow and Disabled COM Add-ins		
Edde	Manage C/M addition that are allocating your faulte	Those renducted has boaring multiple times for similar authences and	~
Manage-COM		sector is regaging a set or even in the a series analysis when give the	- 11
Acid ins			- 11
		Thank you for patting this topother.	-
æ	Manage Add-ina		
1000	Norage and acquire web Ado-iral for Outpook	All the best,	
Mange Ard-		L	_
		Refer	Course 1
		18	1911

# **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 solution 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 phase 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

18

c. Replies/forwards



<u>+</u> _	Open in New Window
	New Folder.
Γī	Bename Folder
림	Copy Folder
	Move Folder
R	Delete Folder
Ô	Mark All as Read
C,	Clean Up Folder
Q	Delete All
R	IMAP Folders
<b>è</b>	Add to Envorites
ź↓	Sort Subfolders A to 2
	Move Up
~	Move Dgwn
1	Properties

Inset	Drev Options for	toge of eres and Matter resp		×
84	🚡 Signature 🗠	s-ner synthys (second factories)		
Period	Sed V	E-mail extension - over-periodic dynamics area		
Orlender		tering, agrature to not		
balk.c		22. ×	Non	
		<u> </u>	(adapted)	
11 N	there are a set of the set of	ter Arrest		
¥		19. 1	Brann	
14		Coll separate		
68		ulbinete VIII 8 / g Ateats V = = = Charac	Cel 😳 9	A,
Be:		Keep on learning.		1
and a set	-	Channe Delanda		4
	_	Technical and Solt Skills Trainer		
		Kent School District		
		9576575961		
-				
		The second		
		Chores default devolves		
		Unigroups and		
		Sector Sector Last		
				-
			1	
			1 1000	



## **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

19

- 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.









Properties Settings

E Importance Normal

😳 🗌 Like writing Buttons

🔄 🗆 Have replies serios

Doires alter

Save copy of sent message

Delivery options

Contacts... Categories 👻 None

Sensibility Normal

Do not Autoarchive this item. Voting and Hacking options -

Request a delivery receipt for this message

Request a readireceipt for this message

Op not deliver before 11/2/2028

harres A fi	olors * 🔊 anto * Rege Tecta * Color *	in the second se	Encrypt	Use Votin Euttons *	🗆 Request a	Delivery Receipt Read Receipt	Save Sent Delay Item To * Delivery	Direct Replice To
Th	6760	Shon Tiekb	Encrypt.	40	prove;Reject	6	Mare Option	L.
5.	Rum v	sheryprind	e Optital al a	Ye	(No			
Servel	lo			10	(NC) VOYON	-		
	Cc			Quion.	dom.			
				- E0	·			

Security

 $\stackrel{\frown}{\longrightarrow}$  , then generative settings for this message

V SOUPM

9 1201 AM

Select Names.

Security Settings...

Powered by Your Cooperative!

## **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.



Which condition(s) do you want to check?
Step 1: Select condition(s)
Step 1: Select condition(s)         from FTR Alerts         with Trainer. You have a new backing in the subject         sent to sherry princile         with Trainer. You have a new backing in the subject or body         through the specified account         sent only to me         where my name is in the To box         marked as importance         marked as importance         where my name is in the To box         whit specific words in the message header         with specific words in the recipient's address
with specific words in the sender's address
assigned to <u>category</u> category
Step 2: Edit the rule description (dick an underlined value) Apply this rule after the message arrives
Cancel < Back Next > Finish

Rules Wizard

File	Home	Send / Receive Fold	ler View iCloud	Help										
New Email	New htems *	© ⊡ Delete Archive ≫ ×	Stephy III Stephy AII → Forward	Share to Teams	$ \begin{array}{c} \rightarrow \text{Lorward to:} \\ \hline \\ \hline \\ \rightarrow \text{Lorward to:} \\ \hline \\ \rightarrow \text{Lo Manager} \end{array} $	4	Move v	Tags	양 New Group 밖 Browse Groups	Search People Address Book Viller Lmail *	A(I) Read Aloud	tanslate V	All Apps	Reply with Scheduling Poll
	in a	Debde	Baspand	Tearra Qalek Steps		E.			Groups	final	Speech	Language	Appa	find Time

File Home Send / Receive	Folder <u>View</u> iCloud I	lelp			T
Change View Reset View Settings View	s Conversations Estion Settings ~ Message Preview *	Catgories	ER Io Page Start Date = Hag: Start Date = → Hag: Start Date = + Logand/Collapse	Use Tighter Spacing Date * Pane * Date * Date *	Reminders Open in New Close Window Window All Items
Current View IV	lassagas	ATT	ingement	Layout	Window



20

Powered by Your Cooperative!





# Working with Calendars

File Home Send / Receive Fold	ler View iCloud	d Help				
New New Add Focus New Appointment Meeting Time Items ~	Today Next 7 Days	Day Work Week Month	Schedule View	Add Share Calendar - Calendar -	父 New Group 炎 Browse Groups	Search People
New	Go To 🛛 🛐	Arrange	5	Manage Calendars	Groups	Find

# Overlay

New New Add Treas New poolomern Needleg Time Items has	i Inday ca	Ned 7 Day Days	Work Week	Week Month Sched View	de Di Caler G Hange	en Gran	rh Reople Michess Rook Dosi	Ben	esh Notribatio	Share Calendar					
Send/Receive All Tolders 19 Unda	AC Bend J	ulast 🐱												T. S. J. J.	
SU MO TU WE TH FR SA	Today	S No	vemb	sr 2023				Hanaac City, Missouri 👻 👘 🖓 🔅 🔅 Carter and Carter and City, Missouri 🔹 🤔 Griffichar and Carter and Cart							📰 Month 🗸
29 20 21 1 2 2 4	Personal	1						×	← Work						×
5 6 7 8 9 10 11	Sun	Mon	Fue:	Wed	Thu	1 ri	Set		Sun	Mon	lue	Wed	Thu	1 rt	Sat
10         11         11         11         11         11           19         20         21         27         21         24         25           26         27         28         29         10         1         7           1         4         5         6         7         8         9	Oct 29	30	31	Nov 1	2	3	4		Oct 29	30	31	Nov 1	2	3	4
My Calendars     Calendar     Calendar     United Status Kolidayo	s V	6	7	Ĥ	9	10	11		5	6	7	8	9	10	11
United States Foldage     Bithdage     Presenal     Other Calendars     Shared Calendars	Acres Append	13	14	15	16	17	18	Nod Apple to the	Yerkei Applerin	13	14	15	16	17	18 Declarady pro-
Shared Calendars	-	20	21	22	23	24	25			20	21	22	23	м	25
Vierk Hane	26	27	28	20	30	Dec 1	2		26	27	20	29	30	Dec 1	2
K November 2023 SU MO TIL WE TH FR		Toologi 🤇 🗲 🗲	Nove	mber 2023					Kins	is City, Missouri	*	cdaş ⊂ <mark>;‡</mark> 1 1*7/48*7	анатан Жүүдүү 🁌	Saturday Batr F/S21F	📰 Month 🗸
29 30 31 1 2 3 5 6 7 8 9 10	11 Pe	rsonal	×	→ Work	×		141		L	-		table .		E-b-d-	
12         13         14         15         18         17           19         20         21         22         23         24           26         27         28         29         20         1           3         4         5         6         7         5	18 Oc 25 2 9	t 29	3	0	31	, and y	N	w 1	ay	2		3		4	
✓ ■ My Calendars Orienter Orienter Orienter Orienter     Orienter      Orienter     O	5		e		7		8			9		10		11	>
United States holidays Bithdays Personal	vice Appliance		1	3	14		15			16		17		1B	t with fig pilling with
Other Calendars  Shared Calendars	4		3	0	21		22			23		24		25	
√(■)iCloud															
2 Work	26		2	7	28		29			30		Dec 1		2	

## 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.







li ⊡ C Deixte → p: Actor	akerstan Soward in W	Seed to OneNote OneNote	Attacks rander	Show Ax 8 8	cy ster tax	⊡ ⊖ J <sup>Becarrence</sup>	Criseporter Unseporter Leve Insportance Leve Insportance
inte Sanc & Close	Inde Start tim End taxe	c [Thi : [Thi	11/2/2023 11/2/2023	T ( 623 AM	*	∏ Al day ⊖ Mole Roa	incara mç

Rie Appointment Schooluling Assistant Insert Draw Romat Text Review Holp

## **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**.

The Meeting Scheduling Applement Insert Formal Test Review Links 3 8 8 4 4 8

## **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**.





23

Powered by Your Cooperative!



OK.

Add...

Remove Permission

Properties

Cancel

alakilo - at Medany	rative Acone History	Distri	0,eLen													
>	San Gre Dal Bee		10,999	Ē	12070	*	C ALM O Mar	v II Isariy	1 Texas	80					Room Finder	Certifes 1
	1,268 10.49	12.500	214	-	1.00	194		During 3.44	Negeria 1 M	1, 2010 10 400	 114	194	 154	-	Capacity Discr	
Li Levenices																
															RESER	
and sugar during the															No tercine markets	
· Related Allerdon																
with protocol effectives															Suggested conference mean	
<ul> <li>Beauty Span or load wild results</li> </ul>	-															

# **Contacts and Tasks**

## **Address Book**

## **Create Contacts**



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

	File	Home	Send	/ Receive	Folder	r Viev	v iCk	oud H	lelp								
Ē	New Nev Nev Delete R				Reply	Reply All	Forward	8 6 -	Mark	Remove e from List	Today Tomorro R This Wee	<ul> <li>Next Week</li> <li>No Date</li> <li>Custom</li> </ul>	Change View *	Move	Send to OneNote	Categorize	1 1
8 <sup>9</sup>		New		Delete		Respond			Mana	ge Task	Follow Up		Current View Actions		ctions.	Tags	
Ø	C Send	VReceive Y THE TO	All Folde	ers 9 Un <u>Use the To</u>	do <u>A(I)</u> Do app t	Read Ak to manag	oud v <u>pe your t</u>	; <u>asks in O</u>	<mark>utlook.</mark> T	ry it No	t now						
٠.	✓ My Tasks					Arrange hu Base Dee Date											
88	To-Do	o List			Typ	Type a new task											
-	Tasks					We didn't find anything to show here.											





