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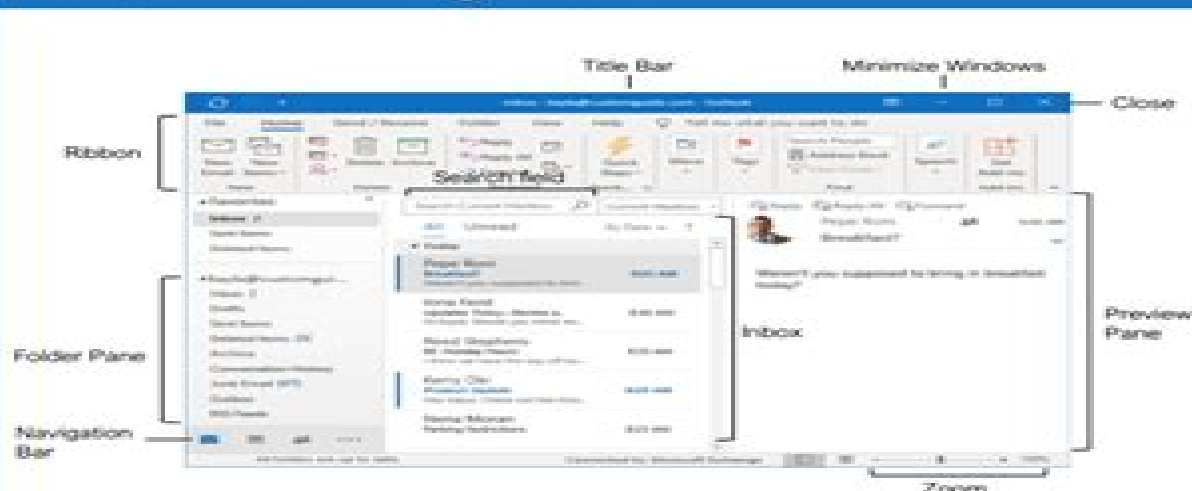
Outlook 2019 Basic

Quick Reference Guide

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The Outlook 2019 Program Screen



Keyboard Shortcuts

General

Print	Ctrl + P
Undo	Ctrl + Z
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
New Item	Ctrl + N
Delete selected item	Delete
Help	F1
Find an item	F3
Spell Check	F7

Navigation

Mail view	Ctrl + 1
Calendar view	Ctrl + 2
Contacts view	Ctrl + 3
Tasks view	Ctrl + 4
Notes	Ctrl + 5

Mail

New Message	Ctrl + Shift + M
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Save message as a draft	Ctrl + S
Send	Alt + S
Find and replace text	Ctrl + H
Check for New Messages	Ctrl + M
Mark as Read	Ctrl + Q
Mark as Unread	Ctrl + U

Calendar

New Appointment	Ctrl + Shift + A
Go to Today	Ctrl + T
Go to a Date	Ctrl + G
Go to Previous Appointment	Ctrl + ,
Go to Next Appointment	Ctrl + .
Day view	Ctrl + Alt + 1
Work Week view	Ctrl + Alt + 2
Week view	Ctrl + Alt + 3
Month view	Ctrl + Alt + 4

Contacts

New Contact	Ctrl + Shift + C
New Contact Group	Ctrl + Shift + L
Open the Address Book	Ctrl + Shift + B

The Fundamentals

Navigate Outlook: Click the icon (or label) for the view you want to open.

- **Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.
- **Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.
- **People** view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- **Tasks** view displays your task list. The ribbon will show commands that let you create and modify tasks.

Use the Folder Pane: Click a folder in the Folder pane to display that folder's contents.

Delete an Item: Select an email, contact, appointment, or task, then click the **Delete** button on the Home tab of the ribbon.

Restore a Deleted Item: Click the **Deleted Items** folder in the Folder pane, then click and drag an item back to its original folder.

Change Views: Click the **View** tab on the ribbon, then click the **Change View** button and select a view.

Search

Search: Click in the **Search** field at the top of the inbox and begin typing your search.

Refine Search Results: While searching, use the options in the Scope group on the Search tab.

- **Current Mailbox** searches all folders within the selected mailbox.
- **Current Folder** only searches within the current folder.
- **Subfolders** expands the search to include all the current folder's subfolders.
- **All Outlook Items** searches everything.
- **From** lets you filter messages from specific senders.
- **Subject** lets you filter by words in the subject line.
- **Has Attachments** lets you filter results by whether they have attachments.
- **Categorized** filters by categories.
- **This Week** displays only items from the current week.
- **Unread** searches only unread messages.
- **Flagged** searches only flagged items.
- **Important** only displays items set to high importance.
- **More** lets you apply advanced criteria.

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**Quentin Docter, Emmett Dulaney, Toby
Skandier**



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The Unofficial Guide to the Disney Cruise Line 2015 is your no nonsense consumer oriented guide to Disney's cruise vacations We'll point out the best of Disney's ships and itineraries including a couple of stellar restaurants top notch children's activities and Castaway Cay one of the best vacation islands in the Caribbean We'll also tell you which on board entertainment and restaurants should be skipped including what to do instead Along the way we'll show you how to save money choose the right stateroom ship and itinerary and how to get to and from your cruise with ease New for the 2015 edition we'll give you the run down on the most popular shore excursion including comments from travelers about their experiences If you want to save money and take excursions of your own we'll provide detailed itineraries including new maps to help you explore the best that each port has to offer

Custom House Guide, 1969 **Professional Visual Studio 2015** Bruce Johnson, 2015-08-19 In depth coverage of the major Visual Studio 2015 revamp Professional Visual Studio 2015 is the leading pro's guide to new and upgraded features of Microsoft Visual Studio With a unique IDE centric approach and deep dive into the software's many nooks and crannies this book will bring you up to speed quickly on everything Visual Studio 2015 has to offer Whether you're new to Visual Studio or just upgrading you'll appreciate in depth professional explanation of updates features and support Visual Studio 2015 is packed with improvements that increase productivity and this book walks you through each one in succession to help you smooth your workflow and get more accomplished From customization and the interface to code snippets and debugging the Visual Studio upgrade expands your options and this book is your fast track guide to getting on board quickly The Visual Studio's 2015 release fixes a number of issues that deterred many professionals from adopting VS 2013 Old products have been retooled and new features are aimed at productivity enhancement and fixes to UI Fully aligned with VS 2015 this guide walks you through the changes and helps you incorporate helpful new features into the way you work Discover new options for themes displays and settings Learn the new workflow and shortcuts to ASP.NET code Master improved debugging and unit testing support capabilities Exploit changes to Windows STORE apps phone apps Azure and SharePoint

Health Informatics Sixth Edition Supplement: Practical Guide for Healthcare and Information Technology Professionals Ann K. Yoshihashi, Robert E. Hoyt, 2016-11-15 Health Informatics Practical Guide for Health and Information Technology Professionals Sixth Edition Supplement adds 3 new chapters The supplement has learning objectives case studies recommended reading future trends key points and references Introduction to Data Science provides a comprehensive overview with topics including databases machine learning big data and predictive analytics Clinical Decision Support CDS covers current and salient aspects of CDS functionality implementation benefits challenges and lessons learned International Health Informatics highlights the informatics initiatives of developed and developing countries on each continent Available as a paperback and eBook For more information about the textbook visit

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Complete A+ Guide to IT Hardware and Software Cheryl A. Schmidt, 2019-07-26 Master IT hardware and software installation, configuration, repair, maintenance, and troubleshooting and fully prepare for the CompTIA A+ Core 1 220 1001 and Core 2 220 1002 exams. This is your all-in-one real-world full-color guide to connecting, managing, and troubleshooting modern devices and systems in authentic IT scenarios. Its thorough instruction built on the CompTIA A+ Core 1 220 1001 and Core 2 220 1002 exam objectives includes coverage of Windows 10, Mac, Linux, Chrome OS, Android, iOS, cloud-based software, mobile, and IoT devices, security, Active Directory, scripting, and other modern techniques and best practices for IT management. Award-winning instructor Cheryl Schmidt also addresses widely used legacy technologies, making this the definitive resource for mastering the tools and technologies you'll encounter in real IT and business environments. Schmidt's emphasis on both technical and soft skills will help you rapidly become a well-qualified professional and customer-friendly technician. LEARN MORE QUICKLY AND THOROUGHLY WITH THESE STUDY AND REVIEW TOOLS. Learning Objectives and chapter opening lists of CompTIA A+ Certification Exam Objectives make sure you know exactly what you'll be learning and you cover all you need to know. Hundreds of photos, figures, and tables present information in a visually compelling full-color design. Practical

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Enterprise Mac Administrators Guide CHARLES EDGE, William Smith, 2015-11-28 Charles Edge and Bill Smith provide detailed explanations of the technology required for large scale Mac OS X deployments and show you how to integrate it with other operating systems and applications Now in its second edition Enterprise Mac Administrator's Guide addresses the growing size and spread of Mac OS X deployments in corporations and institutions worldwide In some cases this is due to the growth of traditional Mac environments but for the most part it has to do with organizations instituting device choice and switcher campaigns where Windows and or Linux environments are migrating to Mac OS X There is a steep culture shock with many of these migrations The products that are used are different the nomenclature is different and most importantly the best practices for dealing with the operating system and updates are very different Apple provides a number of tools to help automate and guide IT toward managing a large number of Mac OS X computers it has since before Mac OS X was initially released However if you want to put together all of the pieces to tell a compelling story about how to run an IT department or a deployment of Macs you need to compile information from a number of different sources This book provides explanations of the technology required What You'll Learn Choose a directory services model that works for your organization and integrate it into your existing model Choose an imaging model and begin imaging workstations with or without third party products Use the Mac App Store and Apple's Volume Purchasing Program to deploy apps Leverage scripting techniques to reduce labor for the IT department Provide network services file sharing mobile home folders messaging etc to the Mac OS X clients Who This Book Is For System administrators and IT professionals who need to manage a large number of Mac OS X computers be they Mac OS X based servers or workstations The assumption is that readers are somewhat familiar with Mac OS X and or IT in general but not that they are familiar with the Apple system internals server services or deployment techniques

CompTIA A+ Complete Deluxe Study Guide Quentin Docter, Emmett Dulaney, Toby Skandier, 2016-01-05 The ultimate study companion for the A certification exams The CompTIA A+ Complete Deluxe Study Guide 3rd Edition is your ultimate preparation tool for exams 220 901 and 220 902 This Complete Deluxe Study Guide covers 100% of the objectives for both exams so you can avoid surprises on exam day Practical insights and examples drawn from real world experiences give you a glimpse into life on the job as you solidify your understanding of crucial

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Docter,Emmett Dulaney,Toby Skandier,2015-12-18 NOTE The exam this book covered CompTIA A Exams 220 901 and 220 902 was retired by CompTIA in 2019 and is no longer offered For coverage of the current exam CompTIA A Exams 220 1001 and 220 1002 please look for the latest edition of this guide CompTIA A Complete Study Guide Exams 220 1001 and 220 1002 4e 9781119515937 The CompTIA A Complete Study Guide is your complete solution for A exam preparation Covering 100% of Exam 220 901 and Exam 220 902 objectives this book gives you everything you need to ensure that you not only understand the basics of IT but that you can demonstrate your understanding effectively Now in its third edition this guide has been updated to reflect the exam s new focus Coverage includes the latest best practices Windows 8 8 1 and mobile OSes and an emphasis on the practical skills required on the job Clear and concise this book helps you solidify your understanding of crucial hardware and operating system maintenance and troubleshooting topics covered on the exam You also gain access to the Sybex exclusive online interactive learning environment and test bank featuring bonus practice exams electronic flashcards and a searchable PDF glossary of the most important terms you need to understand The CompTIA A certification is the essential computer technician credential and is required by over 100 leading employers This book helps you prepare and practice so you can approach the exam with confidence and pass with flying colors Review the components of personal computers laptops and portable devices Understand operating systems networks and security Get up to speed on safety and environmental issues Practice effective communication and the soft skills of professionalism More than just a review of computer parts this book covers everything you ll see on the exam Why go in unprepared when you can have the Sybex

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