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# Microsoft Outlook 2010 Quick Start Reference Card, 6-page Tri-fold Tips & Tricks Shortcut Training &

BrainStorm Quick Start Card for  
**Microsoft Outlook 2010**

**BrainStorm**  
Leading Experts. Teaching People.

### Getting Started

Microsoft Outlook® 2010 is a comprehensive collaboration tool for managing your e-mail, calendars, tasks, and appointments all in one place. With an installed user interface a rich, sleek new design, Outlook 2010 features a convenient view for organizing large amounts of e-mail, a schedule view that makes it easier to plan out your working, and innovative tools for connecting to social media. Think of Outlook as your personal communications command center.

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

**Quick Steps** Execute several actions with just one click.

**Navigation Pane** Click the File tab for easy access to vital functions such as Print and Save As.

**Navigation Pane** Organize your e-mail by folders and conversations. Right-click a folder to Move, Search, or create a New Folder.

**Section Headers** Provides easy navigation between the various sections of Outlook.

**Configure Buttons** Resize icons and add or delete Section Headers or buttons on the Navigation Pane section.

**The Ribbon**

Forget about digging through menus to find what you need. In Outlook, buttons, tools, and commands are organized into the Ribbon and display when you need them. You can even customize the Ribbon with the tools you use most.

**THE RIBBON CHANGES** [www.brainstorm.com/outlook2010](http://www.brainstorm.com/outlook2010) to find out how the ribbon changes affect you.

### Keyboard Shortcuts

Description	Shortcut Key	Description	Shortcut Key	Description	Shortcut Key
Mail Section	Ctrl+D	Forward	Ctrl+F	Main an Item	Ctrl+Q
Outlook Section	Ctrl+O	Send	Ctrl+S	Work as Shared	Ctrl+G
Calendar Section	Ctrl+C	Reply	Ctrl+R	Create Distribution List	Ctrl+Shift+L
Task Section	Ctrl+T	Reply All	Ctrl+Shift+R	New Appointment	Ctrl+Shift+A
Move to Folder	Ctrl+Shift+M	New Message	Ctrl+N	New Meeting Request	Ctrl+Shift+M
Reply	Ctrl+R	Previous Message	Ctrl+Comma	New Appointment	Ctrl+Shift+P
Reply to All	Ctrl+Shift+R	Follow Up	Insert	Previous Appointment	Ctrl+Shift+Comma

[www.brainstorm.com](http://www.brainstorm.com) links to additional online content as indicated throughout this card by the symbol to the left. Visit [www.brainstorm.com/outlook2010](http://www.brainstorm.com/outlook2010)

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## Synopsis

Do Better Work, Faster! BrainStorm, Inc. the leading industry provider of end-user software training, offers 360 degrees of instruction for Microsoft Outlook 2010. This 6-page, tri-fold, illustrated quick reference training card, offers a variety of beginning and intermediate Outlook 2010 tasks, shortcuts, and other resources. Not only will you become more familiar with Outlook, but your productivity will skyrocket and you'll be able to do better work faster. Topics include an in-depth discussion on: The Ribbon, Getting Started, Using the File Tab, Previewing Attachments, Managing Your Tasks, Organizing Your Email, plus dozens of other great tips. Plus, you get access to FREE video content, showcasing additional features to increase the depth of your Outlook training. This BrainStorm Quick Start Card is the ultimate reference guide for learning all the ins and outs of Microsoft Outlook 2010. Key Product Features: Professional Software Training and Learning for Outlook 2010 Full color screen shots and graphics to help demonstrate Outlook tasks Entire list of keyboard shortcuts for quick reference Sections organized by learning topics; beginner and intermediate Outlook users Accompanying videos provide an even deeper look into Outlook 2010

## Book Information

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## Customer Reviews

Great tool for learning this sw!

Print Too small to read easily. Almost impossible to use. Very dissatisfied. Have nothing more to say about this product.

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