

Navigation Keys (Inbox)

UP ARROW	Moves to the previous or the next message.
DOWN ARROW	Moves to the previous or the next message group.
LEFT ARROW	Moves to the first or the last message.
RIGHT ARROW	Moves to the first or the last screen of messages.
HOME / END	Displays the previous or next screen of messages.

Navigation Keys (Calendar)

UP ARROW	Moves to the previous or next half hour or full day, depending on the current view.
DOWN ARROW	Moves to the previous or next day or week, depending on the current view.
LEFT ARROW	Moves to the beginning or the end of the day or week, depending on the current view.
RIGHT ARROW	Displays the previous or next screen of times or dates, depending on the current view.

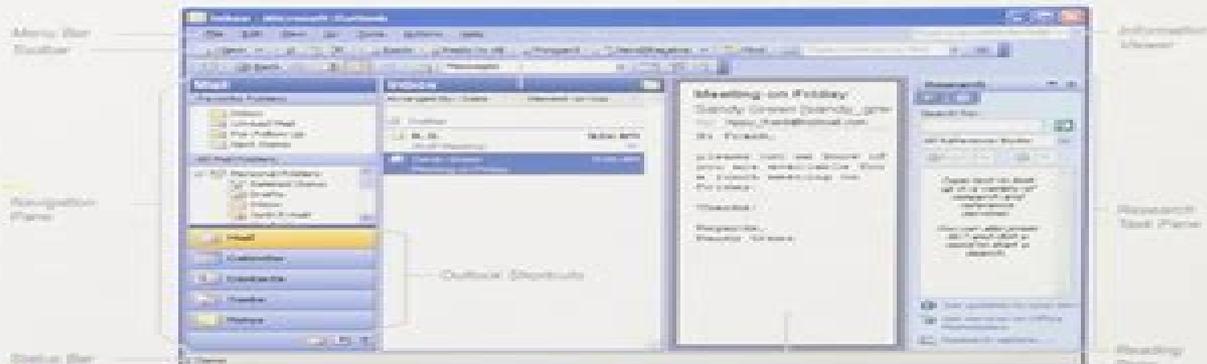
Shortcuts, Buttons, and Commands (Inbox)

CTRL+SHIFT+F1	Go > Folder > Inbox
CTRL+SHIFT+F2	Go > Folder > Outbox
CTRL+N	File > New > Mail Message
CTRL+P	File > Print
CTRL+SHIFT+F3	File > Move to Folder
CTRL+D	Edit > Delete
CTRL+R	Actions > Reply
CTRL+SHIFT+F4	Actions > Reply to All
CTRL+F	Actions > Forward
F8	Tools > Send/Receive > Send/Receive All
CTRL+G	Tools > Find > Find
CTRL+SHIFT+F5	Tools > Address Book
F1	Help > Microsoft Office Outlook Help

Shortcuts, Buttons, and Commands (Calendar)

CTRL+N	File > New > Appointment
CTRL+SHIFT+F3	File > New > Meeting Request
CTRL+D	File > Delete
ALT+D	View > Day
ALT+W	View > Work Week
ALT+T	View > Week
ALT+M	View > Month

Inbox Window



Productivity Tips

- Deleting Outdated E-Mail Addresses**
 When you begin to enter an e-mail address of someone to which you have previously sent a message, a list of names/addresses similar to the one being entered appears. This list can become outdated over time. To remove an outdated address:
 - With the list open, press the **UP ARROW** key or **DOWN ARROW** key to select the name or address to be deleted.
 - Press **DELETE**.
- Working with Outlook Notes on the Desktop**
 To save time, you can create an Outlook note using a shortcut located on the Desktop, as opposed to starting Outlook and then selecting the appropriate commands. To create the shortcut:
 - Right-click the Desktop and select **New > Shortcut**.
 - Type the following path in the Type the location of the item text box: "C:\Program Files\Microsoft Office\OFFICE11\OUTLOOK.EXE" /c /m:stbckynote.
 - Click the **Next** button, name the shortcut, and click the **Finish** button.
 When you double-click the shortcut, an Outlook note appears on your Desktop to which text can be entered and the note saved.
- Viewing Non-Consecutive Dates**
 It is sometimes useful to see several non-consecutive dates in a single view, as opposed to working with the default calendar views. To view non-consecutive dates:
 - In the Date Navigator, click the first date to be included in the view.
 - Hold the **CTRL** key and click any other dates you want to view. To remove a date, click it again. Note that you can display up to 1-4 non-consecutive days.

Basic Tasks

- Starting Microsoft Outlook 2003**
 - Click the **Start** button.
 - Select **All Programs > Microsoft Office > Microsoft Office Outlook 2003**.
- Showing and Hiding the Navigation Pane**
 - Select **View > Navigation Pane** to toggle between showing or hiding the Navigation pane.
- Using the Navigation Pane**
 - Click a shortcut to open the desired view.
 
 - If required, select the desired folder.
- Showing and Hiding the Reading Pane**
 - Select **View > Reading Pane > Right or Bottom** to show the Reading Pane as desired.
 - Select **View > Reading Pane > Off** to hide the Reading Pane.

— OR —

 - Click the **Reading Pane**  button on the Advanced toolbar to show or hide the Reading Pane.
- Displaying the Folder List**
 - Select **Go > Folder List** or click the **Folder List**  icon in the Navigation Pane.
- Displaying the Shortcut List**
 - Select **Go > Shortcuts** or click the **Shortcuts**  icon in the Navigation Pane.
- Getting Help While You Work**
 - Click in the **Type a question for help** text box on the **Menu Bar**.
 - Type the desired help question and press **ENTER**.

Exploring Microsoft Office 2003 Custom Edition For Utep

RJ Alexander



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Table of Contents Exploring Microsoft Office 2003 Custom Edition For Utep

1. Understanding the eBook Exploring Microsoft Office 2003 Custom Edition For Utep
 - The Rise of Digital Reading Exploring Microsoft Office 2003 Custom Edition For Utep
 - Advantages of eBooks Over Traditional Books
2. Identifying Exploring Microsoft Office 2003 Custom Edition For Utep
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Exploring Microsoft Office 2003 Custom Edition For Utep
 - User-Friendly Interface
4. Exploring eBook Recommendations from Exploring Microsoft Office 2003 Custom Edition For Utep
 - Personalized Recommendations
 - Exploring Microsoft Office 2003 Custom Edition For Utep User Reviews and Ratings
 - Exploring Microsoft Office 2003 Custom Edition For Utep and Bestseller Lists

5. Accessing Exploring Microsoft Office 2003 Custom Edition For Utep Free and Paid eBooks
 - Exploring Microsoft Office 2003 Custom Edition For Utep Public Domain eBooks
 - Exploring Microsoft Office 2003 Custom Edition For Utep eBook Subscription Services
 - Exploring Microsoft Office 2003 Custom Edition For Utep Budget-Friendly Options
6. Navigating Exploring Microsoft Office 2003 Custom Edition For Utep eBook Formats
 - ePub, PDF, MOBI, and More
 - Exploring Microsoft Office 2003 Custom Edition For Utep Compatibility with Devices
 - Exploring Microsoft Office 2003 Custom Edition For Utep Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Exploring Microsoft Office 2003 Custom Edition For Utep
 - Highlighting and Note-Taking Exploring Microsoft Office 2003 Custom Edition For Utep
 - Interactive Elements Exploring Microsoft Office 2003 Custom Edition For Utep
8. Staying Engaged with Exploring Microsoft Office 2003 Custom Edition For Utep
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Exploring Microsoft Office 2003 Custom Edition For Utep
9. Balancing eBooks and Physical Books Exploring Microsoft Office 2003 Custom Edition For Utep
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Exploring Microsoft Office 2003 Custom Edition For Utep
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Exploring Microsoft Office 2003 Custom Edition For Utep
 - Setting Reading Goals Exploring Microsoft Office 2003 Custom Edition For Utep
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Exploring Microsoft Office 2003 Custom Edition For Utep
 - Fact-Checking eBook Content of Exploring Microsoft Office 2003 Custom Edition For Utep
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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