

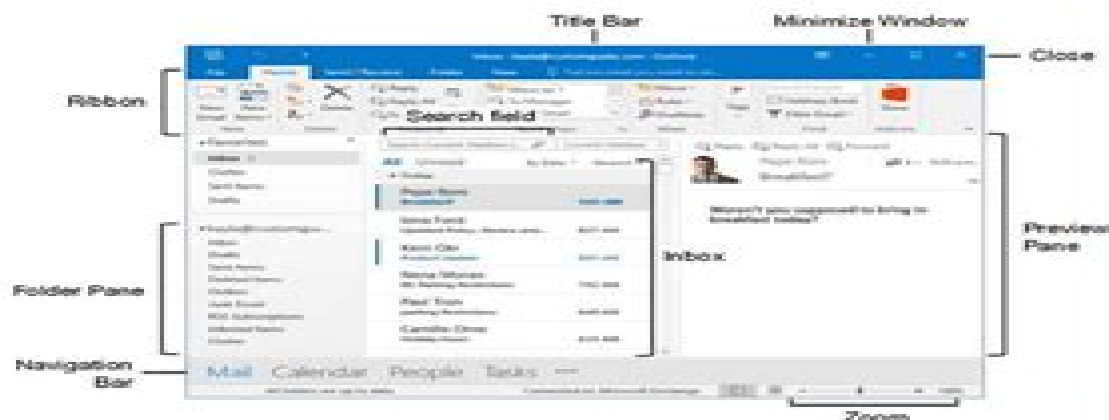


Microsoft®

Outlook 2016 Basic

Quick Reference Card

The Outlook 2016 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	Del
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 + G
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.

Open an item: Double-click an email, contact, appointment, or task to open it in its own window.

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

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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Puja Mehta



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web jan 9 2023 1 you are welcome to program name we re so happy you could be here with us today 2 we appreciate your attendance at program name and wish you a good morning afternoon evening 3 i d like to extend a warm welcome to you on behalf of organization to program name 4 the launch of program name with all of you present

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web sep 16 2022 to generally welcome all the guests stating the name of the event and its host and to thank them for coming to give a brief introduction of the host the business organization family or person to give a brief introduction or overview of the event to introduce the next speaker if appropriate

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web apr 29 2022 introduction 1 good afternoon vitalites we are here to celebrate the achievements of our 2022 promotees and long service and special appreciation award recipients 2 while i would have liked to hold this ceremony in person the safe management measures had yet to be relaxed at the point of planning

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web jul 29 2023 express your gratitude towards the guests for attending by using a phrase such as it s so wonderful to see you all here on this sunny day 2 for an event with close friends and family more informal language might be appropriate include a few jokes and keep your speech more lighthearted

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web welcome speeches for award ceremony speech a very good morning afternoon evening to honorable principal sir madam respected teachers seniors and my dear friends warm greetings to everyone i heartily welcome you all to the annual award ceremony of this institution

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web adding to the list is the welcome speech which is important to mark a beginning of an event a speech introduction has to

be brief and energetic in order not to bore the audience the speaker needs to be lively and high spirited as well when delivering the speech all these are but additives and factors to create a good welcome speech 1

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web in the case of a welcoming ceremony the welcome speech is considered to be one of the most important parts of the whole gathering in fact it is the most crucial aspect of the entire event this is because the welcome speech serves several purposes first it introduces the guests to the host

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web a welcome speech as the name suggests is a type of speech that is mostly given by the host or hosts at the beginning of an event or a ceremony this is where the speaker is showing some gratitude and appreciation for the people who

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web depending on the event and the type of acknowledgment the content of the speech may vary from showing appreciation for the award simply saying i m happy to hold this award in my hands to giving thanks to all who have contributed to gaining a particular award

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