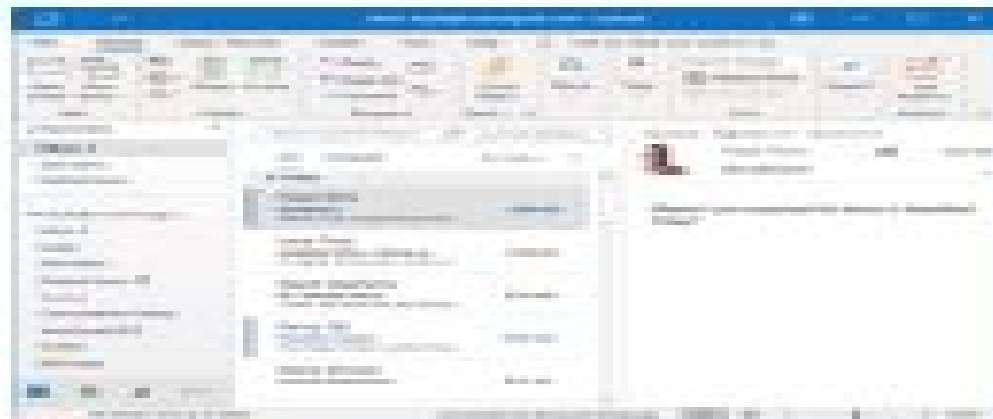


Outlook Cheat Sheet

Program Screen



Getting Started



- Home
- Send & Receive
- Search
- Calendar
- Tasks
- Notes
- Outlook
- File

The File tab opens the backstage view, which contains commands for working with your files (Open, Save, Mail, Print, Query, and Close).

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Outlook will open a workbook.

Open a Workbook: Click the **File** tab and select **Open Recent** or press **Ctrl + R**. Outlook will open the workbook in the list of recent workbooks.

Print and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to **Repeat**. Or press everything keyboard is done.

Close a Workbook: Click the **Close** button in the top-right corner.

Get Help/Press F1: Press the **Help** button. Type your question and press **Enter**.

Cell Address: Cells are referenced by an address made from their column letter and row number. Such as cell A1, A2, B1, B2, etc. You can find the address of a cell by clicking the Name Box to the left of the formula bar.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, point and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

Keyboard Shortcuts

File	Ctrl + B
Save	Ctrl + S
Undo	Ctrl + Z
Open Recent	Ctrl + Shift + R
Workbook	C
Select All	Ctrl + A
Select address	Ctrl + Space
Select address	Ctrl + Space

Navigation

Move between cells	Tab, Shift + Tab, Enter
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Down arrow	Page Down
To first cell of active row	Home
Disable End mode	End

Mail

Out	Ctrl + O
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Redo	Ctrl + H
Out address	F2
Clear cell contents	Delete

Calendar

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Address Full file list	Alt + B
Repeat	F3

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