

Quick Reference Summary

In the Microsoft Office Outlook 2007 program, you can accomplish a task in a number of ways. The following table provides a quick reference to each task presented in this textbook. The first column identifies the task. The second column indicates the page number on which the task is discussed in the book. The subsequent four columns list the different ways the task in column one can be carried out.

Microsoft Office Outlook 2007 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Accept Meeting	OUT 114		Open message Accept button send response OK button		
Accept Task	OUT 108		Double-click Task Request Accept		
Address E-Mail Message	OUT 27	Mail button in Inbox window	New Mail Message button on Message tab To button		
Assign Task	OUT 106, 110		Assign Task button in Task window	Assign Task	
Attach File to E-Mail Message	OUT 31	Attach File button on Standard toolbar in Message window	Attach File button on Insert tab		
Categorize Calendar	OUT 124		Categorize button All Categories *		
Change Appointment Date	OUT 92	Drag appointment to new date			
Change Appointment Month	OUT 93			Select appointment Edit Cut scroll click selected date Paste	
Change Appointment Time	OUT 91	Drag appointment to new time or double-click appointment edit Start time			
Change Meeting Time	OUT 117	Drag meeting to new time Yes button Send Update button			
Change Work Week	OUT 121	Open Calendar Tools Options Calendar Options button change dates in work week area			ALT+T, O, C

Microsoft Office Outlook 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Close an E-Mail Message	OUT 15	Click Close button on title bar in Message window			ALT+F, C
Compose E-Mail Message	OUT 27	New button on Standard toolbar	New Mail Message*		CTRL+N
Create Contact List	OUT 47	New button on Standard toolbar	Actions New Contact*	New Contact	CTRL+SHIFT+C
Create Distribution List	OUT 58	New Contact button on Standard toolbar	New Contact button Distribution List*		CTRL+SHIFT+L
Create E-Mail Signature	OUT 24		Tools Options Mail Format tab Signatures button*		ALT+T, O
Create Event	OUT 95	Double-click appointment area day heading			
Create Personal Folder	OUT 44	Contacts button in Navigation pane	File New Folder*	New Contacts New Folder	CTRL+SHIFT+E
Create Note	OUT 118		New Note button*		
Create View Filter	OUT 36		View Arrange By*	Custom	
Delete Appointment	OUT 90		Select appointment Delete button OK*		
Delete E-Mail Message	OUT 21	Delete button on Standard toolbar	Select message Delete*		CTRL+D OR DELETE
Delete Subfolder	OUT 103			Right-click date banner Delete Yes	ALT+F, F, D
Display Contacts	OUT 52	Find a Contact box on Standard toolbar	Tools Instant Search*		CTRL+E OR ALT+T, I
Enter Appointment in Appointment Area	OUT 81	Select date in Date Navigator select time type appointment		File Import and Export Export to a file	
Enter Appointment in Appointment Window	OUT 82		Select date in Date Navigator select time click New Appointment button*	Actions menu New Appointment	CTRL+N
Export Subfolder	OUT 101				
Find a Contact	OUT 50	Find a Contact box on Standard toolbar	Tools Instant Search Advanced Find*		CTRL+SHIFT+F
Flag E-Mail Messages	OUT 34	Follow Up button on Standard toolbar	Actions Follow Up*	Follow Up	ALT+A, U
Forward E-Mail Message	OUT 20	Forward button on Standard toolbar		Forward	CTRL+F
Import Subfolder	OUT 104			File Import and Export Import from another program or file	
Month View	OUT 98	Month tab			
Move to Next Day	OUT 86		Go Go to Date*	Go to Date	CTRL+G
Natural Language Phrasing	OUT 88			New Appointment button enter time as natural language	
Open E-Mail Message	OUT 10	Double-click message	File Open*	Open	CTRL+O

Microsoft Office Outlook 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Print Calendar	OUT 127		Select calendar view Print button select style OK*	File Print	CTRL+P
Print Contact List	OUT 53	Print button on Standard toolbar	File Print* or File Print Preview Print*		CTRL+P
Print E-Mail Message	OUT 15	Print button on Standard toolbar	File Print OK button*		CTRL+P, ENTER
Print Task List	OUT 127		Display task list Print button OK*		
Propose New Meeting Time	OUT 117		Propose New Time button in Meeting window	Propose New Time	ALT+A, S
Recurring Appointment	OUT 84		Recurrence button Appointment Recurrence dialog box		
Reply to E-Mail Message	OUT 16	Reply button on Standard toolbar	Reply button on Message tab		CTRL+R
Save Contact List as Text File	OUT 60	Select name bar of contact CTRL+A File Save As	File Save As*		
Schedule Meeting	OUT 111		Open appointment Scheduling button Add Others button		
Send E-Mail Message	OUT 31	Send button in Message window	Send button on Insert tab		
Send Instant Message	OUT 139			Reply with Instant Message	
Send Meeting Update	OUT 117	Send Update button in Meeting window			
Set Message Importance, Sensitivity, and Delivery Options	OUT 38	New Mail Message button on Standard toolbar in Message window	Options dialog box launcher in the Options group on the Message tab		
Sort E-Mail Messages	OUT 35	Arrange By Command on View menu			ALT+V, A, E
Task List	OUT 99	Tasks button New Task	New Task*	New Task	CTRL+N
Work Week View	OUT 96	Week tab	Work Week on View menu*		ALT+V, R OF CTRL+ALT+2

* indicates a task handled by the Outlook Standard menu instead of the Ribbon