

Time Saving Computer Tips!

In a **pickle**



Learning the shortcuts on your computer can save you time and make your life just that little bit easier!

Here are some of our favourite Microsoft Outlook tips!

- Need to jot a quick note? Press CTRL+SHIFT+N
- To create a new contact, press CTRL+SHIFT+C
- To quickly remove formatting from selected text, press CTRL+SPACEBAR
- To quickly check spelling in an open item, press F7
- To select several adjacent items, click the first item, then hold down SHIFT & click the last item
- To switch to viewing by weeks in Calendar, click in Calendar and then press ALT+HYPHEN
- To quickly switch to your Inbox, press CTRL+SHIFT+I or your Outbox CTRL+SHIFT+O
- Use 'Tools|Organise' and use colours to distinguish who emails are from (Red for boss, etc)
- Add your most used folders to 'Favourite folders' list. Right click on folder|add to favourite folders. Simple and effective!
- Quickly mark a message as read - Right-click the message | click Mark as Read
- Quickly display several days side by side in Calendar - date picker|drag over dates that you want to view
- To set an appointment to repeat, mark it as recurring - In the appointment, click the Actions menu and then click 'Recurrence'
- Use your e-mail signature for meeting requests - On the Insert menu, click Signature and then click the signature that you want to use

There are many more Microsoft shortcut tips - [why not take a look here!](#)

© In a Pickle Virtual PA Ltd 2010

In a **pickle**

Web www.inapickle-va.com
Blog www.inapickle-va.com/blog/
Freephone 0808 1081436

In a Pickle - Virtual PA
Work smarter, not harder!