Mindluster Platform

About the course Microsoft outlook keyboard shortcuts

Microsoft outlook keyboard shortcuts course, in this course we will delve into the essential shortcuts that can greatly enhance your productivity and streamline your workflow. Starting with the basics, you will learn how to efficiently navigate your inbox, calendar, and tasks using keyboard commands. The course will cover a range of shortcuts for common tasks such as composing, replying to, and organizing emails, as well as managing calendar events and appointments. Weâ€™ll also explore advanced shortcuts for quick access to features and functions, helping you manage your Outlook experience with greater speed and ease. By the end of the course, you will have mastered the keyboard shortcuts that will make your use of Microsoft Outlook more efficient and effective, allowing you to handle your email and scheduling tasks with ease.

Computer Softwares Category's Courses

Course Lesson(5)

Lesson 1 : **Beginner s Guide to Microsoft Outlook**

Lesson 2 : **Using the Microsoft Outlook Calendar**

Lesson 3 : **Microsoft Outlook Automatic Email Filing**

Lesson 4 : **Favorite Microsoft Outlook Keyboard Shortcuts**

Lesson 5 : **How to Create and Edit Signatures in Microsoft Outlook**

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