

## Quick Start MS Outlook 2016

Advanced user? Visit: <https://support.office.com/en-us/article/Office-2016-Quick-Starts-25f909da-3e76-443d-94f4-6cdf7dedc51e>



Messages: The Basics (titles in blue font to the right)

### Keyboard Shortcuts

Save	<b>Ctrl + S</b>
Print	<b>Ctrl + P</b>
Undo	<b>Ctrl + Z</b>
Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Check Spelling	<b>F7</b>
Check for Mail	<b>F9</b>
Reply	<b>Ctrl + R</b>
Address Book	<b>Ctrl + Shift + B</b>

## Quick Start MS Access 2016

### Database Objects: The Basics

-  Tables store data in rows (records) and columns (fields).
-  Queries view, filter, calculate, change, sort and examine the data stored in tables.
-  Forms are custom screens that provide an easy way to enter and view data in a table.
-  Reports present data from a table/query in a printed format.
-  Macros automate common tasks and can be run by clicking a button or presenting a shortcut key.
-  Modules are groups of procedures written in Visual Basic and used to automate tasks.

**Page** objects have been replaced by windows SharePoint Services. Pages in old databases can still be viewed, but not edited, in Internet Explorer.

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### Keyboard Shortcuts

Open a Database	<b>Ctrl + O</b>
Close a Database	<b>Ctrl + W</b>
Next Field	<b>Tab</b>
Previous Field	<b>Shift + Tab</b>
Undo	<b>Ctrl + Z</b>
Help	<b>F1</b>
Delete Record	<b>Ctrl + -</b>
Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>

## Quick Start MS Excel 2016

### Using Excel: The Basics

- **To Create a Workbook:** Click the **File** tab, and select **New**.
- **To Open a Workbook:** Click the File tab and select Open
- **To Save a Workbook:** Click the Save button on the Quick Access Toolbar. 
- **To Undo:** click the Undo button on the Quick Access Toolbar. 
- **To Get Help:** Press F1 to open the Help window. Type your question and press Enter.
- **Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard.
- **To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

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### Keyboard Shortcuts

Open a Workbook	<b>Ctrl + O</b>
Create New	<b>Ctrl + N</b>
Save	<b>Ctrl + S</b>
Move between cells	
Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Select entire row	<b>Shift + Space</b>
Select entire column	<b>Ctrl + Space</b>
Help	<b>F1</b>



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