

## General Windows Shortcuts

Action	Keystroke
Bold	Ctrl - B
Italics	Ctrl - I
Underline	Ctrl - U
Cut	Ctrl - X
Copy	Ctrl - C
Paste	Ctrl - V
Select all Items	Ctrl - A
Undo	Ctrl - Z
Redo	Ctrl - Y
Print	Ctrl - P
Save	Ctrl - S
Spell Check	F7
Find	Ctrl - F
Launch Help	Windows Key - F1
Show the Desktop	Windows Key - D

## Outlook Shortcuts

Action	Keystroke
Create Email	Ctrl - Shift - M
Reply to Selected Email	Ctrl - R
Forward Selected Email	Ctrl - F
Save Draft of Email	Ctrl - S
Create Flag for Follow-up	Ctrl - Shift - G
Create Contact	Ctrl - Shift - C
Open Address Book	Ctrl - Shift - B
Create Task	Ctrl - Shift - K
Assign Task Category	Alt - G
Save and Close Task	Alt - S
Create Appointment	Ctrl - Shift - A
Create Meeting Request	Ctrl - Shift - Q
Create Note	Ctrl - Shift - N
Open Selected Item	Enter
Close Window	Escape

# Shorts Cuts

**Yi-Tong Ma**



## Shorts Cuts:

**Windows XP in a Nutshell** David A. Karp, Tim O'Reilly, Troy Mott, 2002 Discusses how to install run and configure Windows XP for both the home and office explaining how to connect to the Internet design a LAN and share drives and printers and includes tips and troubleshooting techniques

**Windows XP For Dummies Quick Reference** Greg Harvey, 2004-09-23 Next to your keyboard and mouse this could be your most important accessory Just keep it next to your keyboard and your mouse and refer to it to capitalize on the terrific capabilities at your fingertips with Windows XP Windows XP For Dummies Quick Reference Second Edition covers the latest updates to Windows XP including enhanced security and changes to Internet Explorer It starts with the basics for true beginners goes through everyday stuff and progresses to the Web accessories and the control panel After a quick introduction to the desktop My Documents dialogue boxes and other basic info you ll explore Customizing your desktop Saving music with Windows Media Player Browsing drives folders and files Dragging dropping cutting and pasting Playing music videos and movies Browsing with Internet Explorer Sending and receiving e mails Using Windows Accessories Written by Greg Harvey author of Excel 2002 For Dummies and more than 50 other computer books Windows XP For Dummies Quick Reference 2nd Edition is so clear and concise it turns computer phobes into computer geeks with step by step guides to Using the Home Networking Wizard so two or more home computers can share a single Internet connection and other resources Creating slideshows with your graphics files Producing videos with Windows Movie Maker accessory program Downloading Microsoft Reader free and then downloading eBooks many are free and saving them in My Library Using the link to the Photo Printing Wizard to format and print your digital photos Using Windows Media Player to play audio video and animation files you ve saved play Internet radio stations view trailers for upcoming movies and play MP3 audio files you ve downloaded Complete with a glossary and index Windows XP For Dummies Quick Reference doesn t delve into the technology and terminology it sticks to exploring the things Windows XP lets you do and describing how to

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Using Microsoft Outlook 2000 Gordon Padwick, Helen Bell Feddema, 1999 Special Edition Using Microsoft Outlook 2000 provides all the information a user administrator or programmer needs to maximize their use of Microsoft Outlook 2000 While the book quickly covers the basics of Outlook it focuses with much greater intensity on advanced information contact calendar and e mail management techniques for both the Internet E mail Only version of Outlook as well as the Corporate Workgroup variation The book covers in great detail the use of Outlook on a LAN as a client for Microsoft Exchange Server Microsoft Mail and cc Mail and it offers expert advice on a multitude of ways to customize Outlook for maximum personal productivity Special Edition Using Microsoft Outlook 2000 also includes an entire section on developing Outlook based applications with custom fields custom forms VBScript and other Office applications

**Modding Mac OS X** Erica Sadun, 2004 Modding Mac OS X isn't about cutting up your Power Mac's case with a saws all it's about modifying Mac OS X's user interface and unlocking secrets and dispelling your fears of the Unix command line so you can take command of your Mac Modding Mac OS X starts out with the very basics of showing you how to configure your Mac and do simple things like change Finder views use an image from iPhoto's library on your desktop and how to find and use screen savers From there Modding Mac OS X shows you how to Find hidden features in your favorite applications Dive inside application bundles to find hidden resources Change application and system wide keyboard shortcuts Work with the Property List Editor to read and edit property list files Wrap your head around the defaults command to tweak an application's settings Hack on NIB files to change an application's interface Control an application with AppleScript even if it isn't scriptable Each Modding example includes detailed step by step instructions that even a novice Mac user can follow while also providing the necessary detail to satisfy the experienced hacker The knowledge you gain from tweaking one application can be easily applied to the next So go on empower your inner Mac geek You know you want to

Quicken 2009: The Missing Manual Bonnie Biafore, 2008-09-17 Quicken is a convenient way to keep track of personal finances but many people are unaware of Quicken's power and end up using only the basic features Sometimes Quicken raises more questions than it answers Return of capital from stock Net worth What are they and why do you need to know about them Luckily Quicken 2009 The Missing Manual picks up where Quicken's help resources leave off You'll find step by step instructions for using Quicken on your Windows PC including useful features such as budgeting recording investment transactions and archiving Quicken data files You also learn why and when to use specific features and which ones would be most useful in a given situation This book helps you Set up Quicken to take care of your specific needs Follow your money from the moment you earn it Make deposits pay for expenses and track the things you own and how much you owe Take care of financial tasks

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**Teach Yourself VISUALLY iPhone 11, 11Pro, and 11 Pro Max** Guy Hart-Davis,2020-02-11

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## Whispering the Techniques of Language: An Emotional Journey through **Shorts Cuts**

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