

LESSON 118

USING THE WINDOWS KEY TIPS ON OUTLOOK NOTES

Most of us have keyboards equipped with a "Windows" key located at the bottom left of the key board, between the Ctrl and the Alt keys. Here's how you can use that key.

WINDOWS KEY	RESULT
Alone	Bring up Start Menu
+ D	Open Desktop (press again to return or Alt + Tab to cycle through taskbar items)
+ E	Open Windows Explorer at My Computer
+ F	Open Find dialog box
+ L	Log off Windows
+ M	Minimize all open windows (+ Shift + M to undo)
+ R	Open Run window
+ Pause/Break	Display System Properties dialog box
+ F1	Opens Windows Help

Note: Alt + Tab cycles through windows minimized on the Taskbar.

Microsoft Outlook has a "notes" feature that lets you create notes. In the standard Outlook installation, Notes appears on Outlook Shortcuts located on the left of your screen. Select Notes to bring up the Notes screen. To start a new note from within the Notes screen, click on New. From outside of the Notes dialog box click on File and then on New. Select Note from the list.

These notes can be color-coded. Right-click on the note you wish to change and then select Color. You can choose from blue, green, pink, yellow or white.

You can send Outlook notes as part of an e-mail by just right clicking on the Note and then selecting Forward. Outlook will bring up an e-mail dialog box so you can send e-mail. Your note will be attached.

Outlook lets you save your notes as documents. Click on the note to highlight it and then click on File on the Menu bar at the top of your screen. Select Save AS and navigate to the place where you want the document saved. In most cases the default will be My Documents and your document will be saved with the .rtf (Rich Text Format) extension.

