CHAPTER 1

INFOCUS

EDITING MESSAGES

Most email messages comprise text. This is because email messages are used predominantly by people to communicate with each other. Many of the techniques that are used for working with text in word processing applications also apply to email messages in Outlook.

In this session you will:

✓ learn how to copy and paste within a message
✓ learn how to copy content between email messages
✓ learn how to copy information from another source document into a message
✓ learn how to delete text from a message
✓ learn how to remove an attachment before forwarding a message.

COPYING TEXT WITHIN A MESSAGE

Most email applications have word processing like features which conform to standard Windows conventions. And Microsoft Outlook is no exception. To help perform basic operations such as cutting, copying and pasting, Outlook provides a set of tools on both the *Message* and *Format Text* tabs on the ribbon.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Watsonia_03.pst...

1. Click on the message from *Harry Jones* with the *Fleet Management Expenses* subject

2. Click on *Forward* in the *Respond* group and address the message to either yourself or one of your colleagues

3. Hover over the table, then click on the *table selection* icon ⊕ which appears at its top left corner to select the table

4. Click on *Copy* in the *Clipboard* group to copy the table to the clipboard

5. Click in the top part of the message where you want to type your reply and click on the top half of *Paste* in the *Clipboard* group to paste the table into the message

6. Type some imaginary figures in the table, then click on *Send*
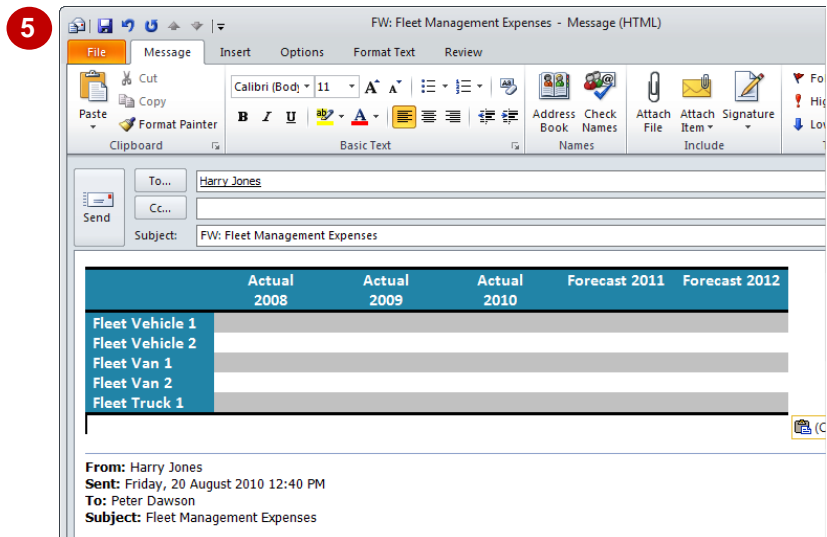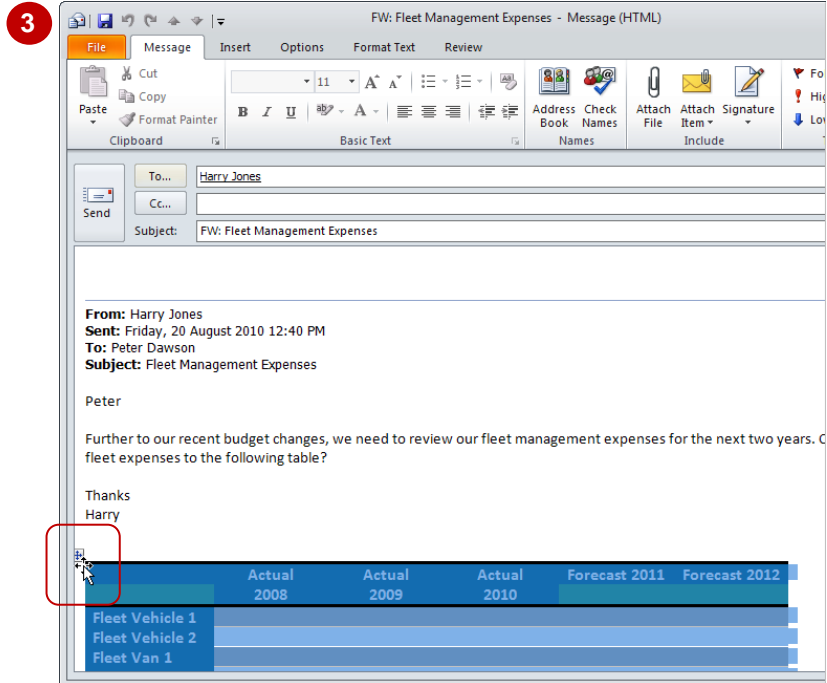
For Your Reference…

To *copy text within* a message:

1. Select the text to copy in the message
2. Click on *Copy* in the *Clipboard* group on the *Message* or *Format Text* tab
3. Move to the location then click on the top half of *Paste* in the *Clipboard* group

Handy to Know…

*   You can use the standard Windows keyboard shortcuts for copying and pasting information in an email message. For example, Ctrl + C will copy a selection to the clipboard and Ctrl + V will paste it.

COPYING TEXT BETWEEN MESSAGES

Occasionally, you may find that you want to compose an email message that is very similar to a message that you have previously created or received. As long as you haven't cleared the folder in which the email is located, you can simply open the email, select and copy the desired information and paste it into the new message.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Watsonia_03.pst...

1 Double-click on the message from **Harry Jones** with the **Fleet Management Expenses** subject to open it

2 Click on **Actions** 📧▾ in the **Move** group and select **Edit Message**

   The cursor will appear at the top of the message…

3 Click on the **table selection** icon ✣ at the top left corner of the table in the message to select the table

4 Open the **Format Text** tab, click on **Copy** 📋 in the **Clipboard** group and then close the message

5 Create a new message

6 Click in the body of the message, then click on the top half of **Paste** 📋 in the **Clipboard** group to paste the table into the message

7 Press [Esc] and click on **[Yes]** to close the message and save it in the **Drafts** folder
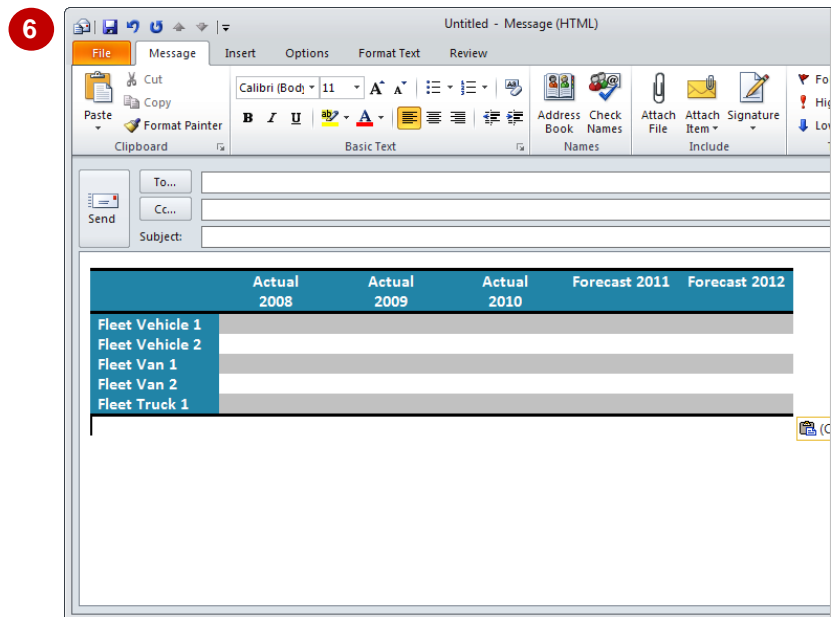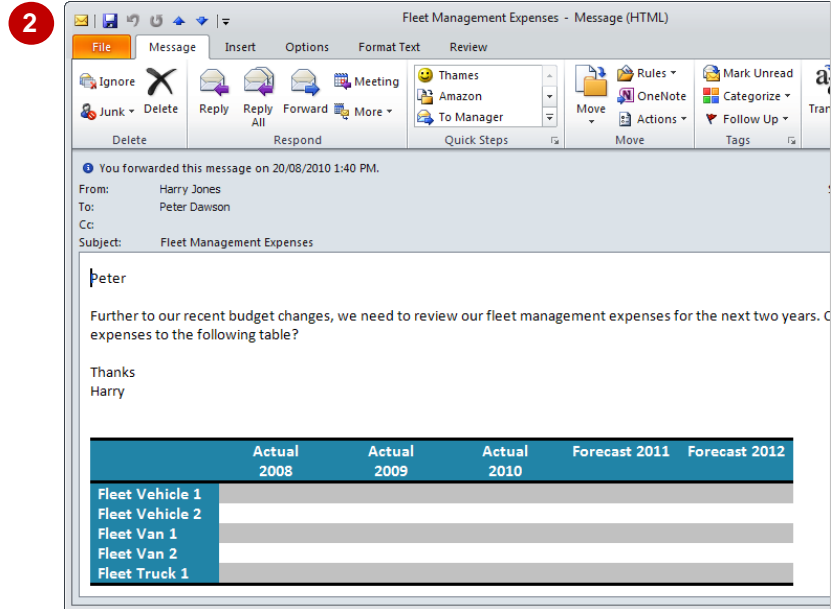
For Your Reference…

To *copy text between* messages:

1. Open the message, click on **Actions** 📧▾ and select **Edit Message**
2. Select the text, click on **Copy** 📋 and then close the message
3. Open the message and click on **Paste** 📋

Handy to Know…

- To move text either within a message or to another message, click on **Cut** ✂ in the **Clipboard** group, position the cursor and then click on the top half of **Paste** 📋. The keyboard shortcut for **Cut** is [Ctrl] + [X].

COPYING FROM ANOTHER SOURCE

If you have an existing document that contains information that you would like to replicate in a message that you're composing, you don't need to retype it. You can open the document in the application that was used to create it and then employ the standard Windows techniques to copy the desired data or text and paste it into the email message.

Try This Yourself:

Open File

*Before starting this exercise you MUST open the file O805 Parking_1.docx in Microsoft Word...*

1. Navigate to page *3* and click on the *Car Parking Spaces* chart to select it

2. Ensure that the *Home* tab is open, then click on *Copy* in the *Clipboard* group to copy the chart to the clipboard

3. Close Microsoft Word, clicking on **[Yes]** to keep the information on the clipboard and return to Outlook

4. Create a new message

5. Click in the text area of the message and then click on the top half of *Paste* in the *Clipboard* group to paste the chart into the message

6. Press [Esc] and click on **[Yes]** to close the message and save it in the *Drafts* folder

Most city councils penalise the drivers of these vans without fully understanding the cause of the problem.
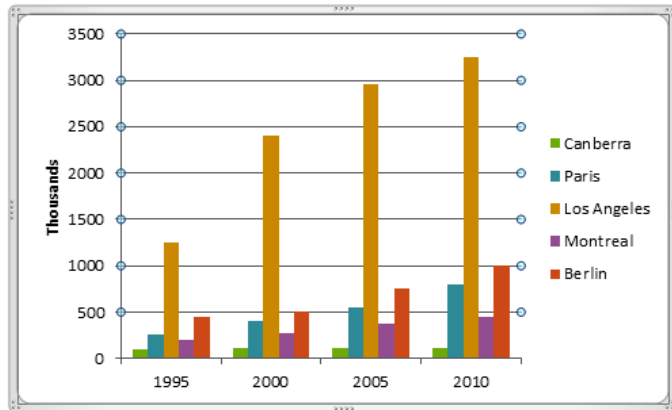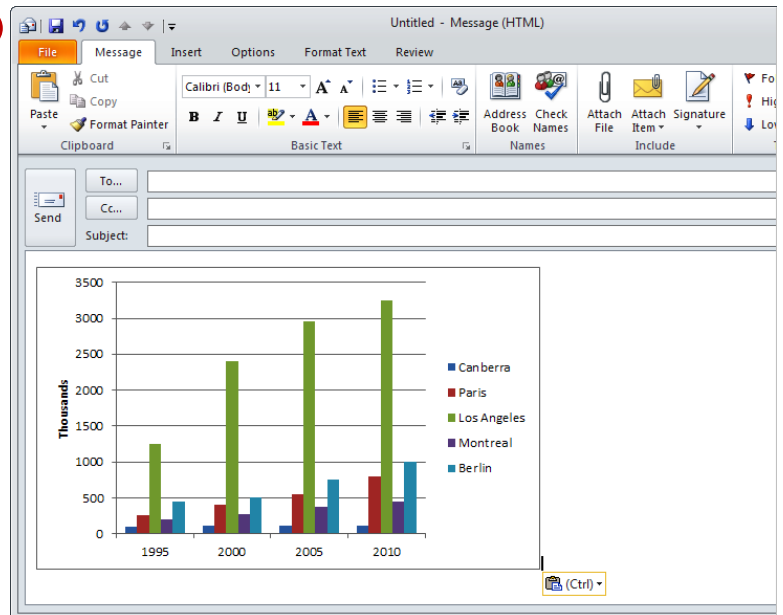
For Your Reference…

To *copy* data from *another source*:

1. Open the application with the data
2. *Copy* the data to the clipboard
3. Open the mail message
4. Position the cursor and then click on the top half of *Paste* in the *Clipboard* group

Handy to Know…

- You may need to reformat data pasted into an email message that you have copied from another application.

DELETING TEXT

Email editors generally employ most of the functionality that you find for working with text in a word processing application. Outlook is no exception. You can therefore type text, copy it, move it, and also delete it if it is no longer required. The same techniques for deleting text in a word processing program can be used in an Outlook email message.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Watsonia_03.pst...

1. Click on the message from **Harry Jones** with the **Fleet Management Expenses** subject

2. Click on **Forward** in the **Respond** group and address the message to either yourself or one of your colleagues

3. Select the text that appears before the table as shown

4. Press Del to delete the selected text

5. Type **Here are the figures.**

6. Press Esc and click on **[Yes]** to close the message and save it in the **Drafts** folder
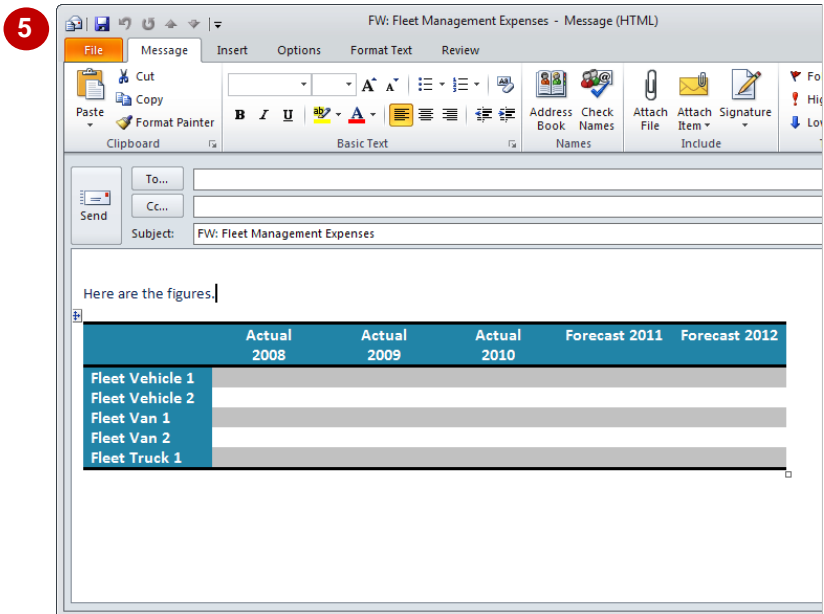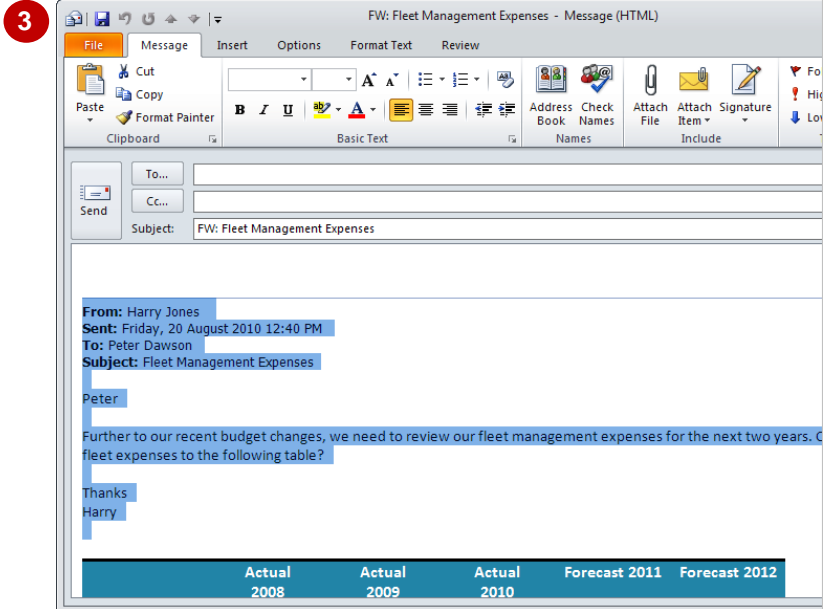
For Your Reference…

To **delete text** in a message:

1. Select the desired text
2. Press Del

Handy to Know…

- If you accidentally delete the wrong text, click on **Undo** in the **Quick Access Toolbar** to reverse the deletion.

REMOVING AN ATTACHMENT

If you receive a message with one or more attachments and then forward it to someone else, the attachments will be included in the forwarded message by default. If the attachments are not relevant to the people to whom you are forwarding the message, you can remove them from the message before forwarding it.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Watsonia_03.pst...

1. Click on the message from **Peter Dawson** with the **Parking** subject

2. Click on **Forward** 🔄 in the **Respond** group and address the message to either yourself or one of your colleagues

3. Right-click on the **Parking Diagram.jpg** attachment in the message header and select **Remove**

   The attachment file will disappear from the Attached box...

4. Repeat step **3** to delete the **carpark.JPG** attachment

5. Select all of the text in the message, press Del and type **Can you please review the attached parking survey?**

6. Press Esc and click on **[Yes]** to close the message and save it in the **Drafts** folder
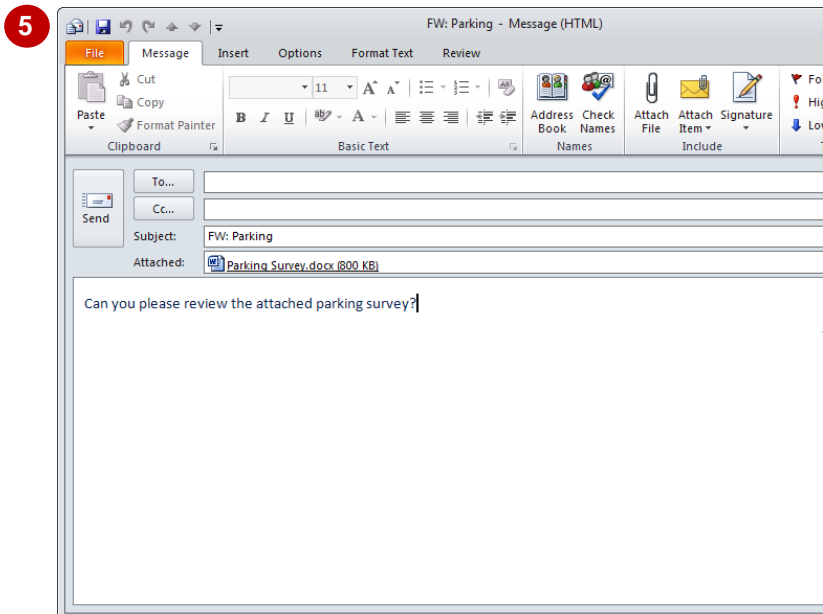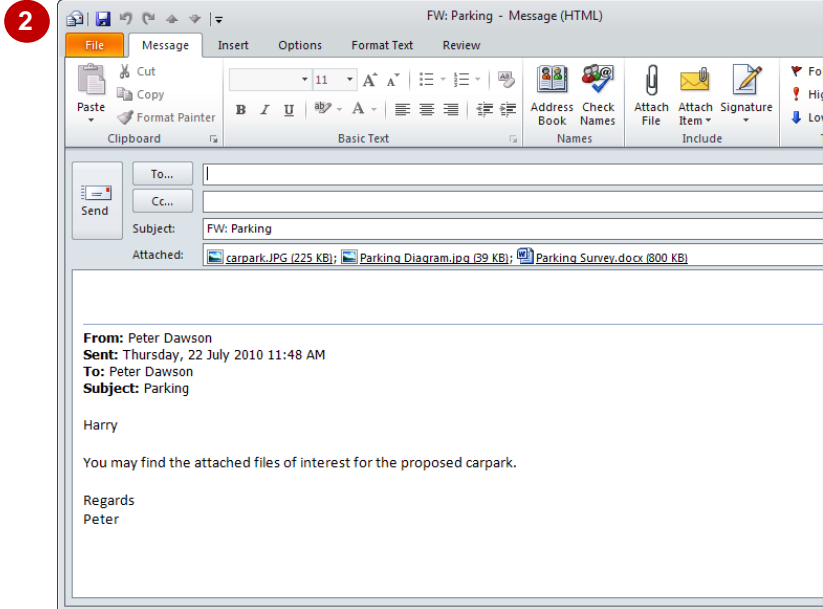
For Your Reference…

To **remove** an **attachment** from a message:

1. Open the message with the attachment
2. Right-click on the attachment
3. Select **Remove**

Handy to Know…

- You can remove an attachment from an open message by highlighting the attachment file's name and pressing Del.