

Pregled 14 najkorisnijih skraćenica za MS Outlook(PC) i Mail(Mac)

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|---------------------------------------|----------------------|-------------------------|
| #1. Nova poruka: | Control-N (PC) | Command-N (Mac) |
| #2. Odgovori: | Control-R (PC) | Command-R (Mac) |
| #3. Odgovori svima: | Shift-Control-R (PC) | Shift-Command-R (Mac) |
| #4. Prosledi: | Control-F(PC) | Shift-Command-F(Mac) |
| #5. Arhiviraj ili premesti: | Shift-Control-V (PC) | Control-Command-A (Mac) |
| #6. Dodaj dokument: | Alt, H, A, F (PC) | Shift-Command-A (Mac) |
| #7. Štampaj: | Control-P (PC) | Command-P (Mac) |
| #8. Kopiraj: | Control-C (PC) | Command-C (Mac) |
| #9. Iseci: | Control-X | Command-X |
| #10. Nalepi: | Control-V (PC) | Command-V (Mac) |
| #11. Izaberi sve: | Control-A (PC) | Command-A (Mac) |
| #12. Poništi komandu: | Control-Z (PC) | Command-Z (Mac) |
| #13. Ponovi poništenu komandu: | Control-Y (PC) | Shift-Command-Z (Mac) |
| #14. Prekini: | Alt-F4 (PC) | Command-Q (Mac) |