

OUTLOOK 2007 THE CALENDAR

1/2 DAY

WHO SHOULD ATTEND

Those with little or no experience using Microsoft Outlook who are involved with the following:

- ◆ Schedule appointments and events
- ◆ Assign and create categories and customize Calendar views
- ◆ Create, send, and manage meeting requests

PREREQUISITES

A working knowledge of skills outlined in the courses Introduction to Windows or Introduction to Macintosh OS is recommended.

COURSE OBJECTIVE

This instructor-led, 1/2 day course is designed to teach the student the basics of Outlook, a powerful and popular full-featured information management program, focusing on calendar.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day Outlook Introduction class as well as Outlook Advanced to learn more advanced features and concepts such as E-mail, Folders, Tasks, and the Journal.

SKILLS LEARNED

- ◆ Review menus, toolbars, and shortcuts
- ◆ The Outlook Today feature
- ◆ Examine default option settings
- ◆ Using Office Assistant and customizing Outlook
- ◆ Schedule single and recurring appointments and examine various Calendar views
- ◆ Assign and create categories and a custom view based on a category
- ◆ Edit, delete, and restore appointments
- ◆ Schedule multiple day and recurring events
- ◆ Setting reminders
- ◆ Deleting and restoring both single and recurring appointments
- ◆ Inserting annual events
- ◆ Viewing and printing appointments and events
- ◆ Customizing most aspects of the calendar
- ◆ Loading holiday files and creating holiday dates
- ◆ Setting an additional time zone
- ◆ Changing calendar options using the toolbar and menu
- ◆ Create and send a meeting request by using the Plan A Meeting feature
- ◆ Responding to meeting requests
- ◆ Manage meeting requests by tracking attendee status, by rescheduling a meeting, and by deleting a meeting
- ◆ Viewing various meeting messages
- ◆

COURSE OUTLINE

LESSON 1: Getting Started with Outlook

- ◆ Examine the overall features and components of Outlook
- ◆ Identify features of Outlook Today by examining the Calendar, Mail and Task folders
- ◆ Customize Outlook

LESSON 2: All About the Calendar

- ◆ Schedule single and recurring appointments
- ◆ Examine various Calendar views
- ◆ Customize views
- ◆ Assign and create categories
- ◆ Schedule multiple day and recurring events
- ◆ Adding holiday files
- ◆ Setting a time zone
- ◆ Calendar options

LESSON 3: Scheduling and Managing Meetings

- ◆ Create and send a meeting request
- ◆ Working with Calendar and Inbox for meetings
- ◆ The Plan A Meeting feature
- ◆ Track attendee status, rescheduling a meeting, and deleting a meeting
- ◆ Attendee Availability
- ◆ Meeting messages