



## **CORPORATE & CAREER TRAINING**

### **OUTLOOK 2007 - CALENDARS & TASKS**

**TRAINING OUTLINE**

**3 HOURS**

#### **I. SCHEDULING WITH THE CALENDAR**

- Using the Calendar Pane
- Navigating the Calendar
- Scheduling a New Appointment
- Scheduling an Event
- Working with the Daily Task List
- Editing Calendar Items
- Using Calendar Views
- Setting a Calendar Item as Recurring
- Moving Calendar Items
- Viewing Side by Side Calendars
- Using Calendar Overlay Mode
- E-mailing your Calendar as a Snapshot
- Viewing a Calendar Snapshot
- Printing Calendar Information
- Deleting Calendar Items

#### **II. MANAGING MEETINGS**

- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Accepting/Declining Meeting Requests
- Proposing a New Meeting Time
- Responding to a New Time Proposal
- Tracking Meeting Responses
- Updating a Meeting
- Canceling a Meeting
- Creating Group Calendars

#### **III. WORKING WITH TASKS**

- Using the Tasks Pane
- Adding a Task
- Creating a Recurring Task
- Editing a Task
- Marking a Task Complete
- Sorting Tasks
- Assigning a Task to Another Outlook User
- Accepting/Declining Tasks
- Indicating the Progress of a Task
- Sending a Status Report
- Viewing Tasks Assigned to Others
- Printing Tasks Information
- Viewing Tasks in the To-Do Bar
- Deleting a Task

#### **IV. WORKING WITH NOTES**

- Using the Notes Pane
- Creating a Note
- Opening a Note
- Coloring a Note
- Printing a Note
- Deleting a Note