



Task and Calendar Management with Outlook 2007

Duration: 4 hours

Objectives

Microsoft Outlook provides an easy-to-manage calendar that allows for creation and management of appointments, meetings, and events in a single interface. It also provides a To-Do bar that displays all calendar entries, including tasks and their deadlines, in a customized view that simplifies scheduling. This course demonstrates how to customize the Outlook calendar and task using personalized views. It also demonstrates how to create and manage appointments, meetings, and events and tasks.

Target Audience

This course is designed for any person or end user who needs to use Microsoft Office Outlook to manage and schedule appointments and meetings, and manage tasks.

Prerequisite

Familiarity with the Microsoft Office work environment and certain experience in using Microsoft Outlook.

Course Outline

Part 1: Appointments and events

- Creating and sending appointments
- Categorizing appointments
- Modifying appointments
- Working with events

Part 2: Meeting requests and responses

- Working with meeting requests
- Responding to meeting requests
- Handling meeting responses



Learning

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Part 3: Tasks

- Working with tasks
- Managing tasks

Part 4: Customizing Outlook

- Personal folders
- Organizing folders
- Signatures
- Voting buttons
- Interacting with the Internet