

Microsoft Outlook 2003: Calendar and Task Management



This class is the second in our Outlook 2003 series. Therefore, it is designed for the relatively experienced Outlook e-mail user who is already somewhat familiar with the Outlook 2003 interface. In this class you will learn to extend the use of Outlook tools beyond inter-office and Internet e-mail.

By the end of this class, you will have a solid understanding of how the Outlook Calendar, Task List, and Contacts interact. You will learn to create simple and complex appointments, so that you can effectively manage your time—stress free. You will also learn to change the attributes of an appointment.

In doing so, you will find out how to use color-coding and categories to aid you in prioritizing your work. You will set reminders to keep you on top of your workload; and you will use status indicators to show yourself and others when you are free, busy, or out of the office at a specific time. We will also share time-saving methods to help you recreate appointments on your calendar that occur regularly, without having to retype them.

In addition, you will be able to schedule events that occur on a specific day or on multiple days without necessarily affecting your availability to take meetings and set appointments. You will be trained to effectively manage your workload by storing contact information, tracking activity with that person or group, and assigning tasks to them—all from the comfort of your office.

Outlook 2003 Calendar and Task Management is a four-hour class.

PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Outlook 2003 Introduction to E-mail

CONTENT

- Understand Outlook 2003 and the Outlook Today interface
- Use Menus, Toolbars, and keyboard shortcuts
- Use the Navigation pane to display Outlook folders
- Display the calendar in day, week, work week, and month views in the Appointments Panel
- Navigate to different dates in the calendar
- Create a simple appointment in the Appointments Panel
- Create a complex appointment using a form
- Edit existing appointments
- Add labels and categories to appointments
- Add a recurrence pattern to an appointment
- Create an all-day event

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CONTENT (CONT.)

- Create a group schedule to display free/busy times for people and resources
- Create a meeting request to members of a group schedule
- Print a daily, weekly, and monthly style calendar in standard or custom formats
- Adjust page setup for printing
- Display contact information in graphical and tabular list formats
- Record standard and detailed information about a person in a contact
- Use a contact to create e-mail messages and track important activities
- Print contact information in multiple formats
- Create a basic task
- Assign due dates and priority level to a task
- Assign a recurrence pattern to a task
- Use custom filters to display tasks
- Sort task information