

# Outlook 2003 Calendar

<b>Audience</b>	This course is intended for people who are familiar with Windows basic features and want to develop an understanding of Outlook Calendar. Students should have taken a Windows Level 1 class or have equivalent experience. No experience with Outlook is required.
<b>Description</b>	This course uses a combination of lecture, instructor demonstration, and when possible hands-on practice and independent exercises to familiarize students with Outlook's calendar features. Students learn to schedule and modify appointments, create and modify recurring appointments, and plan and modify meetings.
<b>Objectives</b>	After completing the class, students should be able to: <ul style="list-style-type: none"><li>■ display and print the calendar by day, week, and month,</li><li>■ schedule and modify appointments,</li><li>■ create and modify recurring appointments and events,</li><li>■ plan and modify meetings and respond to meeting requests.</li></ul>
<b>Length</b>	1 day
<b>Beyond this Level</b>	When you have successfully completed this class, the next class you should consider is Outlook Level 2. Level 2 introduces such topics as automating e-mail; customizing Outlook; signing and sealing messages and other advanced e-mail functions; and using advanced calendaring features. Additional topics such as managing tasks and contacts, journaling, storing messages, and planning a meeting may also be covered depending on student experience and interest. Be sure to leave time for practice before registering for the next level.

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## IV. Getting Acquainted with Outlook Calendar

- A. What is Calendar?
- B. Starting Calendar
- C. Exploring the Calendar Screen
- D. Selecting Dates and Views
- E. Creating an Appointment
- F. Printing the Calendar
- G. Using the Office Assistant and Help
- H. Exiting Outlook

## V. Modifying Appointments

- A. Editing an Appointment
- B. Moving an Appointment
- C. Deleting an Appointment
- D. Setting up a Recurring Appointment
- E. Editing a Recurring Appointment
- F. Creating an Event

## VI. Planning a Meeting

- A. Planning the Meeting
- B. Responding to Meeting Requests
- C. Changing Meetings



**Appendix A - Managing Tasks**

**Appendix B - Setting Calendar Options**