

# Outlook 2007 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 request</li></ul>
<b>Length</b>	½ 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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- I. 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

- II. 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
- III. Planning a Meeting**
- A. Planning the Meeting
  - B. Responding to Meeting Requests
  - C. Changing Meetings



**Appendix A - Managing Tasks**

**Appendix B - Setting Calendar Options**