

Outlook 2010 - Calendar

Audience	This course is intended for people who are familiar with Windows basic features and want to develop an understanding of Outlook. Students should have taken a Windows Level 1 class or have equivalent experience. No experience with Outlook is required.
Description	This course uses a combination of lecture, instructor demonstration, and when possible hands-on practice and independent exercises to familiarize students with Outlook's mail and calendar features. You schedule and modify appointments, create and modify recurring appointments, and plan and modify meetings.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Display and print the calendar by day, week, and month■ Schedule and modify appointments■ Create and modify recurring appointments and events■ Plan and modify meetings and respond to meeting request
Length	½ day

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 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



