Course Description

Microsoft Outlook 2007 - Working with Calendars

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Microsoft Outlook - Working with Calendars is a 2 -hour course focused on teaching you the skills necessary to work with the calendar in Outlook. Students will learn how to create appointments and meetings as well as change the formatting options on the calendar. Students will learn to stay organized by color coding appointments and events. Students will also create reminders of upcoming calendar appointments. Learn to create meeting invitations to coworkers.

Target Student: Anyone interested in acquiring skills necessary to enhance Outlook calendars.

Prerequisites: Before taking this course, you should have a basic understanding of Microsoft Outlook.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and customize Outlook appointments and events.

Other Outlook 2007 Courses:

Microsoft Outlook - Level 1 Learn about the features of Outlook including sending and receiving email, working with calendar tools, and staying organized with tasks and notes.

Microsoft Outlook - Staying Organized with Outlook Learn different techniques to stay organized in Outlook. Create folders for email messages, color code different types of information and setup reminders.

Performance-Based Objectives
Upon successful completion of this course, you will be able to:

- Customizing the Calendar View
- Adding Appointments to the Calendar
- Creating Events on your Calendar
- Sending Invitations for Meetings.
- Color Coding Different Types of Meetings
- Sharing Your Outlook Calendar