Outlook 2007 Calendar

Appointments and Events

Instructor
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Outlook 2007 Calendar - Appointments and Events

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Evaluation

Training Overview

**This is a self paced training, divided into six learning sections.
It should take about one hour to complete.**

This training focuses on using the Microsoft Outlook 2007 Calendar appointments and events. In this training you will navigate the different views of the Calendar, schedule appointments and events, organize, manage, and print the Calendar information. This training will take about one hour to complete.

Training Objectives

1. Navigate the Calendar and display the various views
2. Schedule an appointment, schedule a recurring appointment, and use a reminder
3. Schedule an event, schedule a recurring event and set up a reminder
4. Modify an appointment and an event
5. Organize and customize the Calendar
6. Print various views of the Calendar

This Training Includes

- Overview of concepts and procedures for each of the six sections
- A video tutorial for each section
- A practice exercise for each section
- A practice quiz for some sections
- An evaluation survery at the end of the training