



Working with the Outlook® 2016 Calendar

Course ID #: 7000-553-ZZ-Z

Hours: 3

Course Content

Course Description:

With Microsoft® Office Outlook® 2016, not only will you communicate via traditional email, but often you will interact with others and organize yourself using the Calendar feature in Outlook. In this course, you'll use the Outlook Calendar to schedule and manage meetings, appointments, resources, and events.

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and need to know how to use the Outlook client software for business purposes.

Topics:

Lesson 1: Working with the Calendar

Topic A: View the Calendar

- Calendar
- Types of Calendar Entries
- Calendar Grid Arrangement Options
- Calendar Layout Options
- The Daily Task List
- How to Customize Your Calendar Views
- Customizing Your Calendar View
- The Weather Bar
- Adding Locations to the Weather Bar

Topic B: Create Appointments

- The Appointment Form
- Reminders
- The Show As Options
- The Private Option
- How to Manage Appointments
- Creating an Appointment

Topic C: Schedule Meetings

- The Meeting Scheduling Process
- The Meeting Form
- The Room Finder Pane
- The Scheduling Assistant
- Recurring Meetings
- How to Manage Meetings
- Creating New Meeting Requests
- Share Meeting Notes Using OneNote
- How to Share Meeting Notes Using OneNote
- Meeting Response Options
- Accepting and Declining Meeting Requests
- Proposing a New Time for a Meeting

Topic D: Print the Calendar

- Calendar Print Styles
- How to Print Your Calendar
- Printing Your Calendar