

Outlook 2010/2013 Calendar & Meeting Planning

Audience This course is intended for learners who are familiar with the basics of sending and receiving email, and managing information in Outlook, and want to learn how to use Outlook's calendar and meeting planning features more effectively.

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 calendar features. Learners will schedule and modify appointments, create and edit recurring appointments, and plan and modify meetings.

Objectives After completing the class, students should be able to:

- Navigate the calendar screen, and change the layout options
- Identify different calendar views
- 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 requests

Length ½ day (3.5 hours)

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 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

