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Microsoft Outlook 2007 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Outlook® 2007 Calendar, Contacts, Tasks

Calendar

Use the Calendar to schedule meetings and appointments.

Displaying the Calendar

In the Navigation pane, click .

Setting up Your Work Week

1. Choose **TOOLS, OPTIONS**.
2. On the **PERSONAL, TIME, CALENDAR** tab, **OPTIONS**.
3. Set **WORK** as the **CALENDAR WORK WEEK** area.
4. Click **OK**. (Or click **Cancel**.)

Viewing the Calendar

One day .

One week  then select **ONE WEEK**.

One week  then select **SHOW 10 DAYS**.

One month .

In the **TO-DAY** box, drag through the dates you want to view.

Consecutive days .

In the **TO-DAY** box, click the **From** and **To** buttons.

Non-consecutive days .

Creating a Simple Appointment

1. In the **TO-DAY** box, click .
2. On the **TO-DAY** tab, for the appointment, **(Drag)** the **length** control to define the appointment's duration.
3. Type a **Subject**, then press **Enter**.

Creating an Appointment with More Details

1. **(Drag)**  on the ribbon.
2. Complete the **Subject**, **Start DATE**, **Start TIME**, and **END DATE** fields. You can also type in the **Notes** section. If necessary, **Format** the **Meeting** date and time.
3. **(Drag)** **SAVE & CLOSE** .

Creating and Scheduling a Meeting

A meeting is an appointment created with specific settings.

1. Open an existing appointment or create a new one.
2. **(Drag)** **WHITE ATTENDEE** .
3. In the **TO-DAY** box, type the names of the people you want to invite. You can type **(Email)** to invite a contact or **(New)** to invite a new contact.
4. Leave the **Details** tab open.
5. To plan the meeting, switch to the **WORKSPACE** tab, **(Drag)** **SOONER/EARLIER** .
6. New attendees are added as **requested**. To change, **(Drag)** .
7. To keep track of the meeting progress, **(Drag)** the **From** or **End** date/time of the item.
8. During the meeting, the **WORKSPACE** tab is displayed. You can change the **WORKSPACE** based on the number of attendees available. **(Drag)** to change the duration of the meeting. During an active Exchange session, **(Drag)**  to **RESCHEDULE**, **REOPEN**, or **DELETE** the meeting.
9. **(Drag)** **WHITE ATTENDEE** to invite other attendees, or to change another attendee.
10. When the information is complete, **Click** .

The **Calender** feature is individual when connected to an Exchange server. WebDAV servers, or using the Microsoft Office Internet Freeform feature.

Editing an Appointment or Meeting

1. Double **Click** the appointment or meeting to open it.
2. Make any changes. If you are changing an appointment, **(Drag)** **SAVE & CLOSE** .
3. If you are making changes to a meeting, **(Drag)** **END TIME**  to end the meeting.
4. To reschedule a meeting with an attendee, **(Drag)**  across the location in the **Invitations** row.
5. **(Drag)** **MOVE MEETING**, then **NEW MEETING**.
6. Fill out the details then **Click** .
7. To make a group meeting, **(Drag)** **MOVE MEETING**, then **NEW MEETING**.
8. Fill out the details then **Click** .
9. To send an email to the group, **(Drag)** **MOVE MEETING**, then **NEW MAIL MESSAGE**.

Using a Group Schedule

1. **(Drag)**  on the ribbon.
2. Enter the desired group of attendees, and **(Click)** **SEARCH** .
3. When the desired group is found, **(Drag)** the **Start** and **End** dates over the **From** and **To** fields.
4. **(Drag)** **RESCHEDULE**  to reschedule the meeting.
5. **(Drag)** **MOVE MEETING**, then **NEW MEETING**.
6. Fill out the details then **Click** .
7. To send an email to the group, **(Drag)** **MOVE MEETING**, then **NEW MAIL MESSAGE**.

Printing the Calendar

1. **(Drag)**  on the ribbon.
2. Select the **PRINT** tab, then **PRINT**.
3. In the **PRINT** tab area, select the date to print.
4. Set other options as needed, then **Click** **OK**.

Hiding/Displaying Tasks

Choose **VIEW, SPLIT TAB**, **OK** **NORMAL**, **MINIMIZED**, or **CLOSE**.

Or

(Drag)  or  to switch between **Normal** and **Maximized**.

Keyboard Shortcuts

Open calendar	Ctrl+Shift+C
Appointment	Ctrl+Shift+A
Meeting Request	Ctrl+Shift+Q
Contact	Ctrl+Shift+C
Task	Ctrl+Shift+T
Go to Mail	Ctrl+1
Go to Calender	Ctrl+2
Go to Contacts	Ctrl+3
Go to Tasks	Ctrl+4
Go to Notes	Ctrl+5
Go to Folder	Ctrl+6
Go to Help	Ctrl+7
Go to Favorites	Ctrl+8
Go to Today	Ctrl+9
Go to Notes/Event/Week	Ctrl+10
Flag for Follow Up	Ctrl+Shift+G
Selecting Multiple Items	
(Contacts, Tasks, Calendar Home)	
Select all items	Ctrl+Shift+A
Select first item	Ctrl+Shift+1
Select last item	Ctrl+Shift+2
Select next item	Ctrl+Shift+3
Select previous item	Ctrl+Shift+4
Run conversation	Ctrl+Shift+R
Run conversation	Ctrl+Shift+1
Run conversation	Ctrl+Shift+2
Run conversation	Ctrl+Shift+3
Run conversation	Ctrl+Shift+4
Note: Non-consecutive items selected for Calendar items works only if using a list view	



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use calendar, contacts, and tasks features of Microsoft Office Outlook 2007. Topics include: Calendar: Setting up Your Work Week, Viewing the Calendar, Creating Appointments, Repeating Appointments or Meetings, Creating and Scheduling a Meeting, Responding to Meeting Requests, Changing Time or Date of Meeting/Appointment, Viewing Multiple Calendars, Creating and Using Group Schedules, Printing the Calendar, Hiding/Displaying Tasks Contacts: Creating & Editing Contacts, Sending a Mail Message to a Contact, Searching for Contacts, Merging Contacts with Word, Viewing Mail Related to a Contact Tasks: Displaying To-Do and Task List Folders, Creating Tasks, Marking Complete, Adding Messages or Contacts to the To-Do List, Sorting Tasks, Changing Task Order, Assigning Tasks, Viewing Tasks in the Calendar, Hiding /Displaying Tasks in the To-Do Bar, Printing Tasks For Any Outlook Item: Deleting, Assigning an Item to a Category, Sorting on Categories, Sharing Calendar Contacts Tasks or Notes, Using Another Person's Calendar Contacts Tasks or Notes Folder, and The Reading Pane. Also includes a list of Keyboard and Selection Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several available for Outlook 2007: What's New in Outlook 2007, Outlook 2007 Mail, Outlook 2007 Calendar, Contacts, & Tasks.

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Customer Reviews

So...I will only review once. Each one is most helpful. I purchased them for our admins and some of the executives are finding them useful. Great idea!!!

I order this for work. Great cheat sheet for last minute look up on Outlook. I am a Dept. Secretary that controls all conference rooms in this company and always using the calendars for everyone. Great reference to look at! I would suggest to anyone who uses this program these sheets are worth the money (inexpensive) .Came on time by the seller.

IMMEDIATE shipping of a quick reference guide which was desperately needed by office staff when our e-mail provider was changed overnight. Not ONE employee knew how to use Outlook Mail. With this handy guide, we considered ourselves pros by the end of the day (and our Clients had nary a clue!).

We used to be allowed to make an index card with whatever notes we wanted prior to taking some tests in college. Most of the time they were not used but sometimes they had just the right info. Same with these quick reference cards. I just keep them near the computer and they can be faster than looking the info up on Google or other source.

This product is very useful for its easy access to learn more about how to use the application for your daily works. This handy one piece sheet is very practical to use compared to the application user guide and books. By having it in front of you on the desk, you can improve and develope the usage of the application functionality. You will never regret once you buy it.

There's a lot of info packed onto a tiny sheet here. I learned a few new things and, I think once I get used to looking at it for information when I need it, it may be useful. I think these references are great for beginning users of a program, but I assume once I know it pretty well, these shortcuts, etc., will become second nature, and I won't need the reference so much. I feel like some of the things aren't things people will use a lot, but maybe it's just the way I use Outlook. Although I am trying to use it more and more and get it more organized to help ease the burden of tons of work e-mail. This is a useful reference, that I hope will continue to make learning Outlook easy for me.

This has been a comfort to know I have it if needed. However, I have not had to use it, yet! I started a new job and there was a emphasis on MS Outlook. I was out of the workplace for 7 years and not sure how much would come naturally and how embarrassed I would be not being able to get around within the program. Well to my delight, all is well and do not need it! I will pass it on to help someone

else with similar anxiety experiences!!

This is a nice handy 'cheat sheet' for how to navigate through Outlook 2007. The look and feel of Outlook 2007 is much different than 2003. After using it at work for about 3 months I have grown to like it but it takes some getting used to. This is a great aid along the way.

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