



The Office Wiz

Training, Consulting and Support Services

(303) 330-0565

Theofficewiz@prodigy.net

www.theofficewiz.biz

COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK®: CALENDAR TRICKS*

Never miss an important date—Outlook can coordinate all your appointments easily and quickly. Learn to create appointments and events (including reoccurring ones), categorize and organize and print calendars. You'll also discover great time-saving tips for working with your schedule. Don't miss out; put this class on your calendar today!

PREREQUISITES

Microsoft Outlook: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Managing multiple calendars
- Working from emails
- Changing time zones
- Recurring calendar events
- Unleashing the power of categories
- Navigation tips
- Making your calendar user friendly
- Printing options

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Outlook. Basically you need a computer running Windows and Outlook with a mouse and a keyboard.

OTHER OUTLOOK CLASSES

- Microsoft Office Outlook 2010: Transition From Outlook 2003
- Level 1
- Level 2
- Level 3
- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks

*Actual content may vary depending on the version of Microsoft Outlook.

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Microsoft® Office Outlook®:
Calendar Tricks
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- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook’s Journal