The Office Wiz
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COURSE DESCRIPTION FOR
MICROSOFT® OFFICE OUTLOOK®: KEEP TRACK OF TASKS*

Do you still keep track of your "to do" list on paper? Outlook's Task module is a much more powerful project manager. Invest an hour in learning how to manage your tasks all in one location—Outlook—and watch your productivity soar. You'll learn how to create tasks, make reoccurring tasks, categorize them, print lists and better yet—how to delegate tasks to co-workers. After this session, you'll never want to go back to the old fashioned paper list.

LENGTH

One 1 hour session.

PREREQUISITES

You need little experience with Outlook. You should be familiar with the Outlook Navigation Pane and sending emails. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Creation techniques
- Editing a task
- Creating a reoccurring task
- Editing a reoccurring task
- Creating a regenerating task
- Editing a regenerating task
- Assigning a task
- Categorizing tasks
- Ways to view tasks
- Printing

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.

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

OTHER OUTLOOK CLASSES

- Microsoft Office Outlook 2010: Transition From Outlook 2003
- Level 2
- Level 3
- Calendar Tricks
- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal