



## MS Outlook – Calendar, Contacts and Tasks

**Who Should Attend This Clinic:** This will be beneficial for individuals who are using MS Outlook for E-Mail only and would like to know what else MS Outlook can do. The clinic will show individuals how to create meetings, appointments, working with contacts and use tasks to help structure their working day. This workshop is intended for MS Outlook 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

**MCW Instructors:** All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

**Duration:** 2 Hours

### Clinic Content:

- Adding meetings to your own calendar
- Creating and Inviting others to Meetings
- Handling Meeting Requests
- Different between Meetings and Appointments
- Setting up a Contacts List
- Using Contacts to Find Items
- Sharing Your Calendar
- Open Other Peoples Calendars
- Creating Tasks
- Assign Tasks to Others

Other courses which MCW Offer in this format include:

- Excel
  - Working with Pivot Tables
  - IF Statements
  - Working with Filters
- Word
  - Working with Large Documents
  - Working with Legal Documents
- PowerPoint
  - Creating Dynamic Animation
- Access
  - Creating Reports
  - Working with Queries
- Photoshop
  - Working with Old Photographs
- Publisher
  - Mail Merge
  - Creating Flyers