

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 **Calendar**.

Setting up Your Work Week

1. Choose **TOOLS > OPTIONS**.
2. On the **APPOINTMENT OPTIONS** tab, click **WORKING HOURS**.
3. Set options in the **WORKING HOURS** pane.
4. Click **OK**.

Viewing the Calendar

One day: **View** > **One Day**

One work week: **View** > **Work Week**

One week: **View** > **Week**

One month: **View** > **Month**

Continuous days: In the **To-Do Bar**, drag through the days you want to view.

Non-consecutive days: In the **To-Do Bar**, click the first day and **Ctrl+Click** the others.

Creating a Simple Appointment

1. Use the calendar to display the desired date.
2. Click on the location for the appointment, or drag through several free blocks to create an appointment.
3. Type a description, then press **Enter**.

Creating an Appointment with More Detail

1. Click **File > New** on the toolbar.
2. Complete the **SUBJECT**, **LOCATION**, **START TIME**, and **END TIME** as needed. You can open events later and edit, however, if available, several of the existing data.
3. Click **SAVE & CLOSE**.

Creating and Scheduling a Meeting

A meeting is an appointment to which you invite others.

1. Open an existing appointment or create a new one.
2. Click **WRITE APPOINTMENT**.
3. In the **To-Do Bar**, type the names of the people you want to invite. You can also **Ctrl+Click** to add names from the address book.
4. Enter the details of the appointment.
5. To plan the meeting around the attendees' schedules, click **SCHEDULE WITH ATTENDEES**.
 - Have attendees accept or decline an appointment. To change, click **Change**.
 - To lengthen or shorten the meeting time, click the lines on either side of the time slot.
6. If using Exchange Server, the **SUBJECT** **TABS** pane lists other free blocks for the meeting, based on the number of attendees invited.
 - Click to change the duration of the meeting.
 - Click on other Exchange items, click **Exchange** to jump to the first available free block, or after the current list.
 - Click **OFFER** to show calendar details, or to change automatic settings.
6. When the information is complete, click **SEND**.

The scheduling system is only useful when connected to an Exchange server, Microsoft Exchange, or when using the Microsoft Office Internet Exchange services.

Editing an Appointment or Meeting

1. Double-click the appointment or meeting to open it. If it is a meeting appointment or meeting, select either **MY CALENDAR** or **OPEN THE MEETING**.
2. Make any changes. If you are changing an appointment, click **SAVE & CLOSE**. If you are making changes to a meeting, click **SEND APPOINTMENT** to notify attendees.

Responding to a Meeting Request

When you are invited to a meeting, you can respond by clicking the **ACCEPT**, **DECLINE**, **DECLINE AND PROPOSE A NEW TIME**, or **PROPOSE A NEW TIME** buttons on the toolbar or in the reading pane. Respond to any prompts on the screen. Unless declined, the meeting is automatically entered in your calendar.

To propose a new time and tentatively accept:

1. Click **PROPOSE NEW TIME**.

To propose a new time and decline:

1. Open the meeting request.
2. Click **DECLINE AND PROPOSE NEW TIME**, then select **DECLINE AND PROPOSE NEW TIME**.

Changing the Time of a Meeting or Appointment by Dragging

1. Click on the appointment or meeting. A black handle appears around the controls of the appointment.
2. To change the length of the event, drag the upper or lower handles. To change the time or date, drag the appointment to a different time or day in what the dayblock looks like in the **To-Do Bar** controls.
3. Click outside the reading pane.
4. If changing a meeting, you are asked to save the changes and send an update. Click **OK** then **SEND UPDATE**.

Note: You cannot change a meeting time unless a meeting is updated.

Repeating Appointments or Meetings

1. Double-click the appointment or meeting to open it.
2. Click **RECURRING** on the toolbar.
3. Complete the information and click **OK**.
4. Click **SAVE & CLOSE**.

Viewing Multiple Calendars

- In the Navigation Pane, check the calendar you wish to view.
- To view one calendar on top of another, click in the calendar title.
- To remove an calendar, click **Remove**.
- To bring an overlaid calendar to the front, click the calendar's title.
- Uncheck a calendar to close it.
- Newly needed calendar folders are automatically added to MY CALENDARS.

Creating a Group Schedule

A group schedule is a series of people and resources which can be invited to quickly view the group free time, plan meetings, or send the group an event.

1. Click **File > Choose ACTION, VIEW GROUP SCHEDULES**.
2. Click **NEW**.
3. Type a name for the group schedule. Click **OK**. The calendar for your new group schedule appears.
4. In the area provided, type the names of the group members. To select from an address book, click **ADD OTHERS**, then **ADD FROM ADDRESS BOOK**.
5. Click **SAVE AND CLOSE**.

Using a Group Schedule

1. Click **File > Choose ACTION, VIEW GROUP SCHEDULES**.
2. Select the desired group schedule, and click **OPEN**. The schedule appears showing all available times and appointments. View a member's calendar by clicking **Next** to the member.
3. To make a meeting with an individual:
 - a. Drag the mouse over the member's calendar to **Clicking** **Next** to the member.
 - b. Click **WRITE MEETING**, then **NEW MEETING**.
 - c. Fill out the information. Click **SEND**.
4. To make a group meeting:
 - a. Click **WRITE MEETING**, then **MEET MEETING WITH ALL**.
 - b. Fill out the information. Click **SEND**.
5. To send an email to the group:
 - a. Click **WRITE MEETING**, then **NEW MAIL MESSAGE WITH ALL**.

Printing the Calendar

1. Click **File > Print**. The **PRINT** dialog box opens.
2. Select the **PRINT** option you want to use.
3. In the **PRINT RANGE** area, select the dates to print.
4. Set other options as needed, then click **OK**.

Hiding/Displaying Tasks

Choose **VIEW > TASK BAR > NORMAL**, **MINI**, **OFF**, or **OFF**.

Or click **View > Task Bar > Normal and Mini**.

Keyboard Shortcuts

Open an address in Outlook	Control-A
Appointment	Control-N
Meeting Request	Control-Q
Contact	Control-C
Task	Control-K
Go to Mail	Control-1
Go to Calendar	Control-2
Go to Contacts	Control-3
Go to Tasks	Control-4
Go to Home	Control-5
Go to Today	Alt-T
Go to Date	Control-6
Go to Previous week	Alt-F, Shift-J
Go to Following	Control-Shift-G

Selecting Multiple Items (Contacts, Tasks, Calendar Items)

Continuous items: Click on the first item and **Shift+Click** the last item.

Non-continuous items: Click on the first item and **Ctrl+Click** the others.

Note: Non-continuous items selected for Calendar items work only if using a list view.

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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.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (January 31, 2007)

Language: English

ISBN-10: 1934433683

ISBN-13: 978-1934433683

Product Dimensions: 11.1 x 8.4 x 0.2 inches

Shipping Weight: 1.6 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (115 customer reviews)

Best Sellers Rank: #1,541,551 in Books (See Top 100 in Books) #70 in [Books > Computers & Technology > Software > Microsoft > Microsoft Outlook](#) #146 in [Books > Computers & Technology > Software > E-mail](#) #9358 in [Books > Calendars](#)

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 develop 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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