

# Use Personal Productivity Tool (Outlook 2007)

ICAU1215B



Ref No: DDICAU157

## Elements of Competency

### Use Calendar Features

- Navigate within the calendar of the personal productivity tool and schedule events and appointments
- Set a reminder and if necessary, customise the reminder
- Customise the calendar views and, where necessary, menus and toolbars, and work with different views
- Delete Events and appointments\
- Customise the calendar's print options and print the calendar according to format requirements

### Use Contact Management

- Create, edit and delete contacts as required, recording all relevant information in the correct fields
- Use contact information for email purposes in accordance with organisational policies in relation to privacy
- Group contacts into categories that are consistent and meaningful

### Use Additional Features

- Link activities and contacts when required
- Use expense sheets, search facilities, notes and email when appropriate
- Integrate the above features with other applications or the calendar and contacts list

## Number of Pages

200

## Audience

This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1215B Use Personal Productivity Tool (Outlook 2003). This manual is a learning resource and is not an assessment tool.

## Prerequisites

Basic Computer skills.

## Course Length

In a training environment this manual is suitable for approximately 1 day.

## Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Previewing Day View  
Daily View Options  
Headers and Footers  
**Printing a Weekly Calendar**  
Previewing a Weekly Calendar  
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**Calendar Options**  
Calendar Work Week  
Australian Holidays  
Adding a Time Zone  
**Contacts**  
Adding a Contact  
Creating a Contact  
E-mail and Web page  
Phone Numbers  
Choosing an Assistant Number  
Typing a Business Address

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Changing Views  
Phone List View  
Adding a Contact in the Phone List  
Contacts Exercise

## **Maintaining Contacts**

Editing Contact Details  
Deleting a Contact  
Flagging a Contact  
Setting a Flag Reminder  
Responding to a Reminder  
Viewing Follow up Details  
Marking a Follow Up as Complete  
Clearing the Flag

## **Meetings**

Planning a Meeting  
Inviting Others  
Choosing the Meeting Time  
Meeting Details

## **Using Help**

Search Results

## **The Tasks Folder**

Adding a Task  
Task Dates  
Task Details  
Task Reminder  
Task Views  
Adding Tasks in the Detailed List  
Exercise - Tasks  
Editing a Task  
Changing Columns Widths  
Adding a new Field  
Marking a Task as Complete  
Deleting a Task  
Sorting Tasks  
Task Timeline

## **The To-Do Bar**

To-Do Bar Options  
Resizing the To-Do Bar

## **Notes**

Creating a Note  
Reading a Note  
Note Categories  
Note Views  
View Icons

Note Options  
Deleting Notes

## **E-Mail**

The Inbox

## **Creating a Message**

Addressing a Message  
High Importance

Viewing Sent Messages  
Reading a Mail Message  
Replying to a Message  
Forwarding a Message  
Printing a Mail Message

## **Message Options**

Cc and Bcc fields  
Setting a Sensitivity flag  
Flagging the message for Follow up  
Directing replies to another person

## **Signatures**

Creating a new Signature  
Formatting the Signature  
Default Signatures  
Using the Signature  
Removing the Signature as Default

## **Creating an e-mail Folder**

Folder Contents  
Folder Location  
Moving Mail Messages

## **Stationery and Themes**

## **Mail Attachments**

Attaching a File  
Saving an Attachment  
Previewing & Opening an Attachment

## **Address Books**

Using the Address Book  
Distribution Lists  
Sending Mail to a Distribution List  
Updating the Address Book  
Finishing Up  
Exiting from Outlook