

Use Personal Productivity Tool (Outlook 2002)

ICAU1215A



Ref No: DDICAU15X

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

168

Audience

This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1215A Use Personal Productivity Tool (Outlook 2002). 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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Elements of Competency

Starting Outlook

The Navigation Pane

The Mail Pane

Inbox

Calendar

Contacts

Tasks

Notes

Folder List

Using the Calendar

Viewing the Calendar

Changing Views

Day View

Work Week View

Week View

Month View

Adding an Appointment

Subject and Location

Appointment Times

Reminders

Time Status

Appointment Notes

Viewing the Appointment

Editing an Appointment

Previewing an Appointment

Printing an Appointment

Moving to the Next Month

Viewing the Appointments

Understanding the Time Status

Day View

Editing an Appointment Time

Moving an entire Appointment

The Date Navigator

Understanding the Navigator

Choosing a Month

Week Numbers

Date Navigator Font

Viewing more Months

Setting an Appointment

Removing a Reminder

Deleting an Appointment

Moving to Folders

Viewing the Moved Item

Deleted Items Options

Recurring Appointments

Setting the Recurrence Pattern

Setting the Recurrence Range

Choosing an Existing Location

Viewing Recurring Appointments

Editing a Recurring Appointment

Opening one Recurring Appointment

Altering all Recurring Appointments

Deleting a Recurring Appointment

Week View

Switching to Week View

Adding a Private Appointment

Customising Views

Removing End Times

Showing Times as Clocks

Changing the Time Scale

Events

Adding an Event

Viewing Event Details

Viewing Events in Day View

Two-Day Events

Overlapping Events

Converting an Event

Annual Events

Recurrence Pattern

Recurrence Range

Changing Views

Viewing Events and Annual Events

Viewing only Annual Events

Finding Appointments

The Reading Pane

Changing the Pane Size

Printing the Calendar

Previewing Day View

Daily View Options

Headers and Footers

Printing a Weekly Calendar

Previewing a Weekly Calendar

Weekly View Options

Printing Calendar Details

Calendar Options

Calendar Work Week

Australian Holidays

Adding a Time Zone

Contacts

Adding a Contact

Creating a Contact

Phone Numbers

Choosing an Assistant Number

Typing a Business Address

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

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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

Editing a Task

Adding Task Details

Customising Detailed List View

Changing Columns Widths

Adding a new Field

Marking a Task as Complete

Assigning a Task

Choosing the Recipient

Deleting a Task

Sorting Tasks

Task Timeline

Notes

Creating a Note

Reading a Note

Note Color

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

Routing replies to another person

Signatures

Creating a new Signature

Formatting the Signature

Using the Signature

Removing the Signature as Default

Creating an e-mail Folder

Folder Contents

Folder Location

Moving Mail Messages

Stationery

Mail Attachments

Attaching a File

Saving an Attachment

Opening an Attachment

Address Books

Using the Address Book

Distribution Lists

Sending mail to a Distribution List

Updating the Address Book

Finishing Up