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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, [Ctrl] [C] to view the calendar.

Setting up Your Work Week

1. Choose **TOOLS** > **OPTIONS**.
2. On the **WORKSHEET** tab, click **CUSTOMIZE WORKSHEET**.
3. Set options in the **Calendar** section.
4. [Ctrl] [O] to view the calendar again.

Viewing the Calendar

One day: [Ctrl] [1] to view the calendar by day.

One week: [Ctrl] [7] to view the calendar by week.

One month: [Ctrl] [8] to view the calendar by month.

Continuous days: [Ctrl] [9] to view the calendar by continuous days.

Non-consecutive days: [Ctrl] [0] to view the calendar by non-consecutive days.

Creating a Simple Appointment

1. Use the calendar to display the desired date.
2. [Ctrl] [N] to create a new appointment.
3. Type a description, then press **Enter**.

Creating an Appointment with More Detail

1. [Ctrl] [N] to create a new appointment.
2. Complete the **SUBJECT**, **LOCATION**, **START TIME**, and **END TIME** as needed. You can open events like and repeat, however, if you click **More**, you can enter more details.
3. [Ctrl] [S] to save the appointment.

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. [Ctrl] [W] to open the **Meeting** dialog box.
3. In the **To** box, type the names of the people you want to meet. You can also click **More** to select names from the address book.
4. Enter the details of the appointment.
5. To plan the meeting around the attendees' schedules, click **SCHEDULE AROUND OTHERS**.
 - New attendees are added as requested.
 - To change, click **More**.
 - To lengthen or shorten the meeting time, click **Change Meeting Time**.
6. If using Exchange (EWS), the **SUBJECT** **TASKS** pane will show the tasks listed for the meeting, based on the number of attendees available. [Ctrl] [C] to change the details of the meeting.
 - To change the meeting time, click **Change Meeting Time**.
 - To change the meeting location, click **Change Meeting Location**.
 - To change the meeting status, click **Change Meeting Status**.
7. When the information is complete, click **OK**.

The scheduling features are available when connected to an Exchange server, Microsoft Office, or when using the Microsoft Office Internet Explorer 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 **FILE** > **SEND TO OTHERS** or **FILE** > **SEND TO OTHERS**.
2. Make any changes. If you are changing the appointment, click **SAVE & CLOSE**. If you are making changes to a meeting, click **SEND TO OTHERS** to notify attendees.

Responding to a Meeting Request

When you are invited to a meeting, you can respond by clicking the **ACCEPT**, **DECLINE**, or **DECLINE AND PROPOSE NEW TIME** buttons on the toolbar or in the meeting pane. Responding 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**.
2. Open the meeting request.
3. Click **DECLINE AND PROPOSE NEW TIME**.

Changing the Time of a Meeting or Appointment by Dragging

1. Click on the appointment in the calendar. A black handle appears around the outside of the appointment.
2. To change the length of the appointment, drag the upper or lower handles. To change the time or date, drag the appointment to a different time or day in the calendar.
3. Click outside the meeting area.
4. If changing a meeting, you are asked to save the changes and an update. Click **OK** then **SEND TO OTHERS**.

Note: You cannot change a meeting time without sending an update.

Repeating Appointments or Meetings

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

Viewing Multiple Calendars

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

Creating a Group Schedule

A group schedule is a shared set of people and resources which can be used to quickly view the group's free time, plan meetings, or send the group an event.

1. Click **FILE** > **GROUPS** > **VIEW GROUPS**.
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** > **GROUPS** > **VIEW GROUPS**.
2. Select the desired group schedule, and click **OPEN**. The schedule appears showing all available time and appointments. View a member's calendar by clicking **More** next to the member's name.
3. To make a meeting with a group member:
 - a. Drag across the time slots in the member's calendar.
 - b. Click **MAKE MEETING**, then **MAKE MEETING**.
 - c. Fill out the details in the **Meeting** dialog box.
4. To make a group meeting:
 - a. Click **MAKE MEETING**, then **MAKE MEETING**.
 - b. Fill out the details in the **Meeting** dialog box.
 - c. Click **MAKE MEETING**, then **MAKE MEETING**.
5. To send an email to the group:
 - a. Click **MAKE MEETING**, then **MAKE MEETING**.
 - b. Click **MAKE MEETING**, then **MAKE MEETING**.

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** > **TASKS** to show or hide tasks.

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Choose **VIEW** > **TASKS** to show or hide tasks.

Keyboard Shortcuts

From anywhere in Outlook, press the following:

Action	Shortcut
Appointment	Ctrl+N
Meeting Request	Ctrl+W
Contact	Ctrl+C
Task	Ctrl+K
Go to Mail	Ctrl+M
Go to Calendar	Ctrl+2
Go to Contacts	Ctrl+3
Go to Tasks	Ctrl+4
Go to Home	Ctrl+H
Go to File	Alt+F
Go to Tools	Alt+T
Go to Window	Alt+W
Go to Help	Alt+H
Go to Search	Ctrl+F
Go to View	Ctrl+V
Go to Print	Ctrl+P
Go to Exit	Alt+F4
Go to Help	Alt+H
Go to Search	Ctrl+F
Go to View	Ctrl+V
Go to Print	Ctrl+P
Go to Exit	Alt+F4

Selecting Multiple Items

(Contacts, Tasks, Calendars, Items)

Action	Shortcut
Select all items	Ctrl+A
Select the first item	Ctrl+Home
Select the last item	Ctrl+End
Select the next item	Ctrl+Down Arrow
Select the previous item	Ctrl+Up Arrow
Select the first item in the list	Ctrl+Home
Select the last item in the list	Ctrl+End
Select the next item in the list	Ctrl+Down Arrow
Select the previous item in the list	Ctrl+Up Arrow

Note: Non-consecutive items are selected by clicking a first item, then clicking a second item, then clicking a third item.

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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.

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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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