



Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use calendar, contacts, and tasks features of Microsoft Office Outlook 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are included:

Calendar: Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Repeating Appointments or Meetings; Creating, Scheduling and Editing Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating and Using Calendar Groups; Printing the Calendar.

Contacts: Creating & Editing Contacts, Sending a Mail Message to a Contact, Searching for Contacts, Merging Contacts with Word.

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 by Category, Sorting Items, Creating a New Calendar/Contact/ Task Folder, Sharing Calendar Contacts Tasks or Notes using an Exchange Server, Using Another Person's Calendar Contacts Tasks or Notes Folder, Responding to a Sharing Request, Using the Reading Pane.

This guide is one of several titles available for Outlook 2010: Outlook 2010 Calendar, Contacts, Tasks; Outlook 2010 Mail (ISBN 978-1936220168); What's New in Outlook 2010 from 2003 (ISBN 978-1936220229); Outlook Web App for Exchange 2010 SP1 (ISBN 978-1936220373).



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