

MasterClass: Outlook 2007® Calendar, Tasks, Contacts

WHY?

SPEND **LESS TIME** AND ACHIEVE INCREDIBLE RESULTS

SAVE TIME BY INVESTING SOME TIME

DISCOVER USEFUL **SHORTCUTS**

SPEND **LESS TIME** GETTING THINGS DONE

INCREASE YOUR PRODUCTIVITY

SAVE UP TO AN HOUR A DAY!

QUALIFICATIONS

THE CONTENTS OF THIS MASTERCLASS HAVE BEEN

MATCHED AGAINST RECOGNISED QUALIFICATIONS:

- ITQ 2009 (OCR) UNIT PIM
- NVQ BUSINESS ADMIN. (OCR) UNIT 204 & 211

HOW TO BOOK?

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CALENDAR: JUGGLING THE DIARY?

CREATE APPOINTMENTS, MEETINGS AND EVENTS

SEND, CANCEL, UPDATE MEETING REQUESTS

CUSTOMISE CALENDAR SETTINGS

SHARE YOUR CALENDAR WITH OTHERS

TEAM CALENDARS

VIEWS INC. VIEWING NON-ADJACENT DATES

SETTING REMINDERS

RECURRING APPOINTMENTS

USING COLOUR CATEGORIES TO ANALYSE DATA

TASKS: EVER-GROWING TO DO LIST?

CREATE, MODIFY, ASSIGN TASKS

ACCEPT, DECLINE, ASSIGN TASKS

THE FOUR D'S... DO IT NOW / DELAY / DELEGATE / DELETE

CONTACTS: LOSING TRACK?

CREATE AND MODIFY CONTACTS

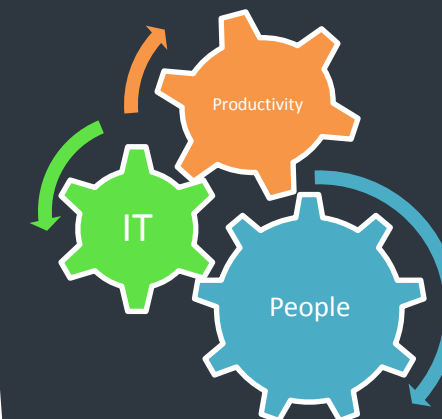
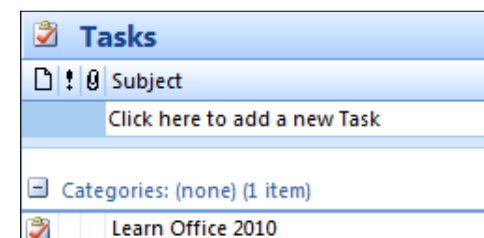
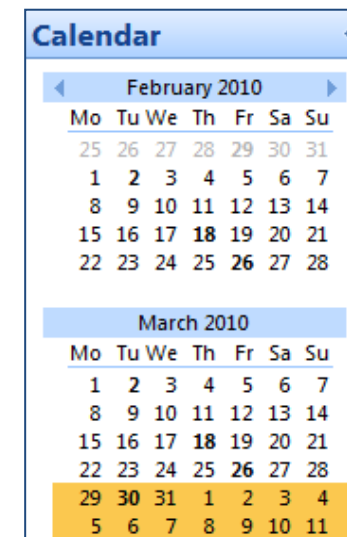
USE ELECTRONIC BUSINESS CARD

CREATE AND MODIFY DISTRIBUTION LISTS

USING CATEGORIES

CREATE APPOINTMENTS FROM CONTACTS

ANALYSE INTERACTIONS WITH CONTACTS



Developing **People**

+

Making **Best use of IT**

=

Improving **Productivity using IT**

