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

**Outlook 2010 Calendar, Contacts, Tasks**

**Calendar**

**Displaying the Calendar**

- 1. Click the **Calendar** icon in the navigation pane.
- 2. To view the calendar in a different view, click the view icon in the top right corner.

**Setting up Your Work Week**

- 1. Click the **Work Week** icon in the top right corner.
- 2. To change the work week, click the **Work Week** icon in the top right corner.

**Viewing the Calendar**

- 1. Click the **Calendar** icon in the navigation pane.
- 2. To view the calendar in a different view, click the view icon in the top right corner.

**Creating a Simple Appointment**

- 1. Click the **New Appointment** icon in the top right corner.
- 2. Enter the start and end times for the appointment.
- 3. Click **OK**.

**Creating an Appointment with a Meeting**

- 1. Click the **New Appointment with Meeting** icon in the top right corner.
- 2. Enter the start and end times for the appointment.
- 3. Click **OK**.

**Responding to a Meeting Request**

- 1. Click the **Meeting Request** icon in the navigation pane.
- 2. Click the **Yes**, **No**, or **Maybe** button.

**Changing the Time of a Meeting or Appointment by Dragging**

- 1. Click the **Meeting Request** icon in the navigation pane.
- 2. Click the **Meeting Request** icon in the navigation pane.
- 3. Drag the appointment to the new time.

**Creating a Calendar Group**

- 1. Click the **Calendar** icon in the navigation pane.
- 2. Click the **Calendar Group** icon in the top right corner.
- 3. Click the **Calendar Group** icon in the top right corner.

**Contacts**

**Displaying Contacts**

- 1. Click the **Contacts** icon in the navigation pane.
- 2. To view the contacts in a different view, click the view icon in the top right corner.

**Creating a Contact**

- 1. Click the **New Contact** icon in the top right corner.
- 2. Enter the contact information.
- 3. Click **OK**.

**Editing a Contact**

- 1. Click the **Contact** icon in the navigation pane.
- 2. Click the **Contact** icon in the navigation pane.
- 3. Click the **Edit** button.

**Deleting a Contact**

- 1. Click the **Contact** icon in the navigation pane.
- 2. Click the **Contact** icon in the navigation pane.
- 3. Click the **Delete** button.

**Importing Contacts**

- 1. Click the **Import** button in the top right corner.
- 2. Select the file to import.
- 3. Click **OK**.

**Exporting Contacts**

- 1. Click the **Export** button in the top right corner.
- 2. Select the file to export.
- 3. Click **OK**.

**Tasks**

**Displaying Tasks**

- 1. Click the **Tasks** icon in the navigation pane.
- 2. To view the tasks in a different view, click the view icon in the top right corner.

**Creating a Task**

- 1. Click the **New Task** icon in the top right corner.
- 2. Enter the task information.
- 3. Click **OK**.

**Editing a Task**

- 1. Click the **Task** icon in the navigation pane.
- 2. Click the **Task** icon in the navigation pane.
- 3. Click the **Edit** button.

**Deleting a Task**

- 1. Click the **Task** icon in the navigation pane.
- 2. Click the **Task** icon in the navigation pane.
- 3. Click the **Delete** button.



## Synopsis

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).

## Book Information

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Best Sellers Rank: #277,512 in Books (See Top 100 in Books) #11 in [Books > Computers & Technology > Software > Microsoft > Microsoft Outlook](#) #18 in [Books > Computers & Technology > Software > E-mail](#)

## 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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