

Section 4



Topics Covered

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Time Required: 1 Hr



The Calendar

When you're using the calendar, you can choose to view your appointments by the day, work week, week or month. The view below shows the Day view. By default, your days will be split into 30-minute slots and working hours are 8am to 5pm. You can, however, change these defaults if they don't match your own requirements.

Date navigator

Appointment Time slot TaskPad

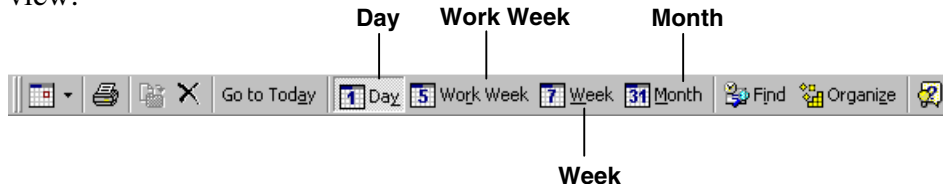
The date navigator will indicate which days have scheduled appointments by displaying the day number in bold text.



The Calendar

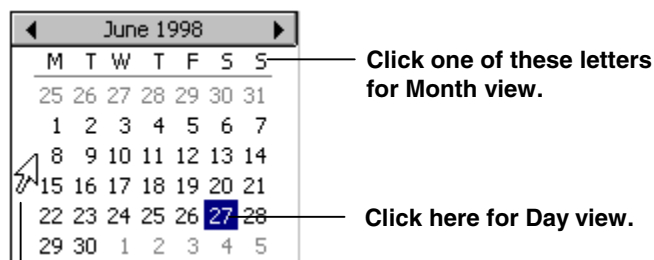
To Change Your View of the Calendar

The Standard toolbar contains a number of buttons that can be used to change the calendar view:



Note: The **View, Current View** menu can also be used to change your view of the calendar.

QuickTip: To change to Week view position the mouse pointer to the left of the required week in the date navigator then click the left mouse button; to change to Day view, click the date you want in the date navigator, and to change to Month view, click any of the day letters in the date navigator:



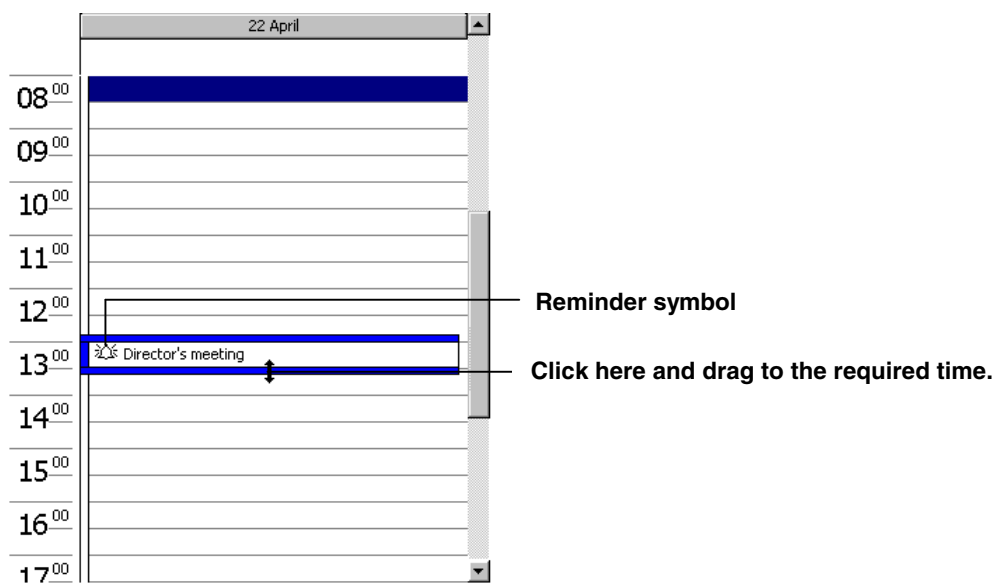
Click here for Week view.



Creating Appointments and Events

When you want to create an appointment you can either type it into your appointment area in Day view or you can use the **Appointment** window.

Typing appointment information into a time slot will result in an appointment the same duration as the time slot, with a reminder set for fifteen minutes before the appointment's start time. If others view your schedule, you will be shown as busy for the duration of the appointment. If you want to expand the duration, move the mouse pointer onto its bottom edge until the pointer becomes a double-headed arrow. You can now click and drag the bottom of the entry to the required time, as shown below:





Creating Appointments and Events

Using the Appointment Window


The Appointment window provides the means to specify your appointments in more detail, adding information such as the location of the appointment and the precise time involved. You can also add comments about the appointment in this window.

To Create an Appointment or Event Using the Appointment Window

1. **Menu:** Select the **File, New, Appointment** menu option.

 Click the  button shown on the toolbar.

Note: If the current folder in the **Outlook bar** is not the **Calendar**, this button will not be displayed on the toolbar. Instead, a button relating to the type of item that can be created in the current folder will be. In this case, click the drop-down arrow to the right of the **New...** button and choose **Appointment**.

 **[CTRL] N** when the Calendar is selected.

2. Enter the details of the appointment into this form.

Note: You can either type the date in the in a recognised date format, for example. **dd/mm/yy**, or you can type it in plain English, e.g. **next Monday**. Alternatively, choose the date from the date navigator.


If the appointment takes all day, it becomes an *event*. If the appointment or event spans a number of days, it is known as a *multi-day event*. /..

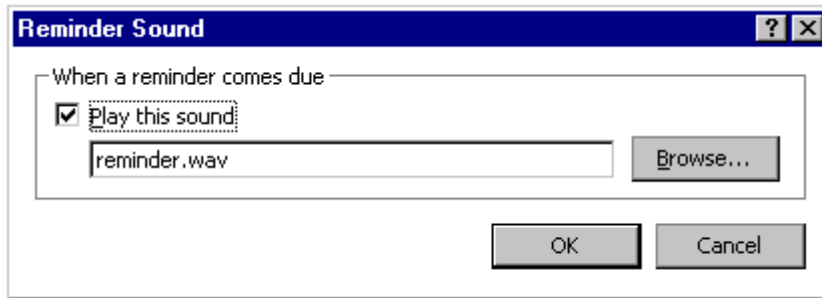


Creating Appointments and Events

../ To Create an Appointment or Event Using the Appointment Window

3. If you want to be reminded when the appointment is due, activate the **Reminder** check box and choose how far in advance of the appointment the reminder is to be given.

If you want a sound to accompany the reminder, click the  button...



...then choose the location and filename of the sound. Click **OK** to return to the **Appointment** window.

4. By default, you will be shown to other users as busy during an appointment and free during an event. To change this, choose another option from the **Show time as** drop-down list:
 - **Tentative:** If you're not sure you'll be able to keep the appointment, you can set your attendance as *tentative*. If you do so, the appointment will be listed in your calendar when you view it but not when others do. You can amend the appointment later either to attend or to change it to another date/time.
 - **Out Of Office:** If, for example, you have a dental appointment and will not be available at all, choose the **Out Of Office** option from this drop-down list.
5. To record any comments about this appointment/event, type them into the large list box shown at the bottom of the window.
6. Complete the form.
QuickTip: You can also mark an appointment as private using the appointment area. Position the mouse pointer on the appointment then click the right mouse button to display the shortcut menu. Choose the **Private** option.
7. When you've finished, click the **Save and Close** button or select the **File, Close** command, opting to save your changes.

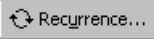
If you created an appointment, it will be displayed in the appropriate time slot in your calendar. If you created an event, it will be shown in grey at the top of relevant date(s).



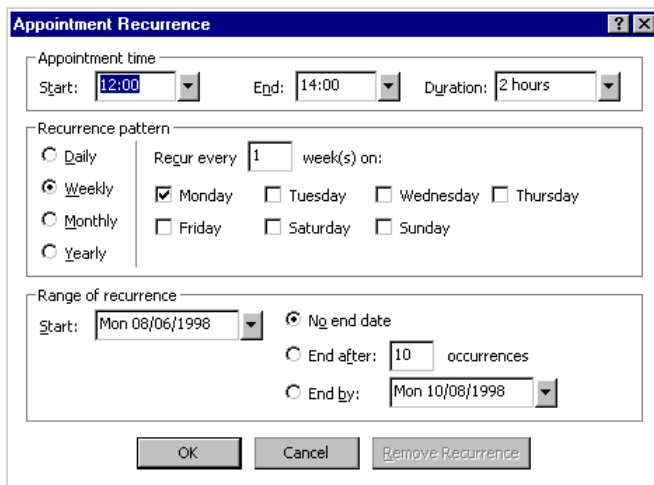
Recurring Appointments/Events

There will be times when the appointment or event that you're creating will occur more than once, e.g. a monthly staff meeting or a birthday or anniversary. Rather than having to create each occurrence individually, you can create a *recurring* appointment or event in the **Appointment** window.

To Create a Recurring Appointment/Event

1. In the **Appointment** window, click the  button or choose the **Actions, Recurrence** command.

The Appointment Recurrence dialogue box will be displayed.



2. Set the appointment/event date and/or time in the **Appointment time** group.
3. Select the required radio button from the **Recurrence pattern** group.

The set of options to the right of this group will vary depending on your selection. /..



Recurring Appointments/Events

../ To Create a Recurring Appointment/Event

4. Specify the details of the recurrence using the options shown.

For example, to create an appointment that occurs every 2nd Thursday, you would choose the **Weekly** radio button and set it to occur every **2** weeks on a **Thursday**:

Recurrence pattern	
<input type="radio"/> Daily	Recur every <input type="text" value="2"/> week(s) on:
<input checked="" type="radio"/> Weekly	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday
<input type="radio"/> Monthly	<input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
<input type="radio"/> Yearly	

5. In the **Range of recurrence** group, set the date of the first occurrence then specify when the recurrences end:

- **No end date:** For appointments and events that keep occurring, for example, birthdays, choose this radio button.
- **End after ... occurrences:** If there will be a specific number of occurrences of this appointment or event, enter the number into this text box.
- **End by:** If the appointment or event is to occur in the specified pattern until a certain date is reached, set that date here.

6. Click **OK** to return to the **Appointment** window.

Information about the recurrence that you've set is shown between the **Location** text box and the **Reminder** row.


Appointment	
Subject:	Budget Committee Meeting Lunch
Location:	Sarti's
Recurrence:	Occurs every 2 week(s) on Thursday effective 11/06/98 from 12:00 to 14:00.
<input checked="" type="checkbox"/> Reminder:	15 minutes Show time as: Busy

7. Save your changes and close the **Appointment** window.

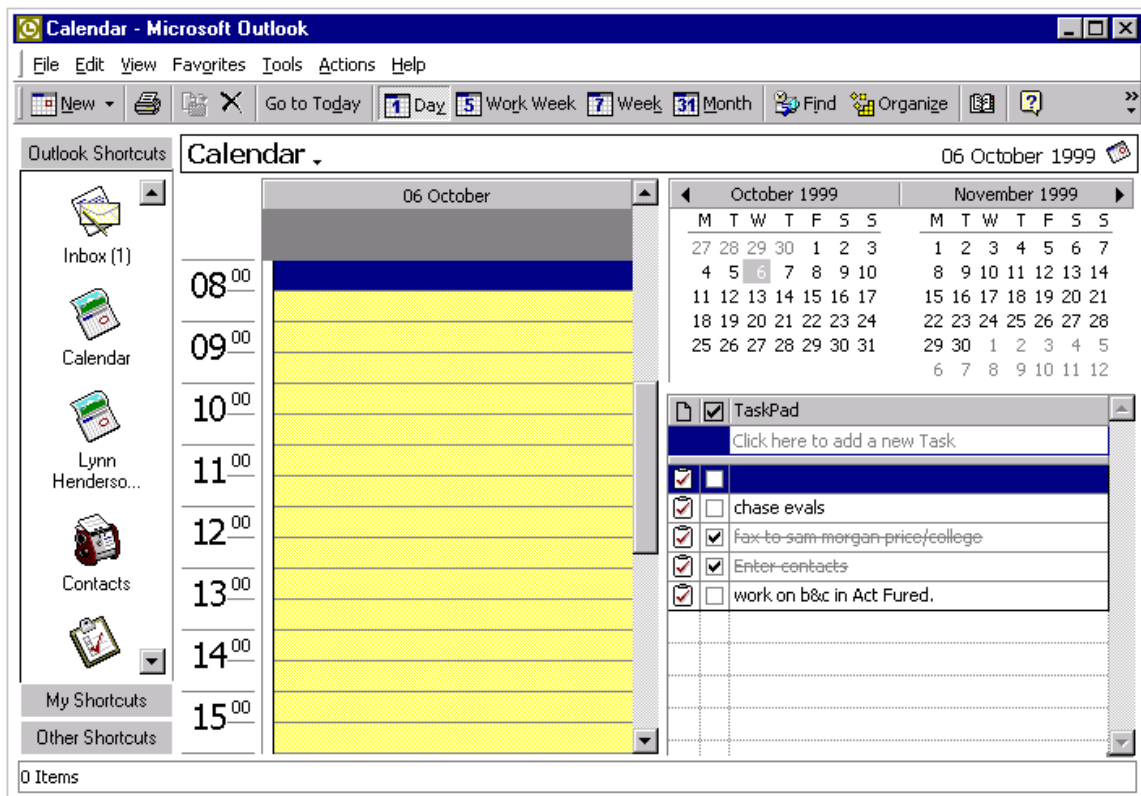


Exercise 4-1

In this exercise, you'll investigate the different views of the calendar and then create a number of appointments using the methods described.

1. Display the **Calendar** folder and then click the  button to display the Day view of your calendar.

The duration of the time slots and the working hours shown will depend on any changes that have been made to the default setup on your system. Therefore, the illustration below may vary slightly from that shown on your computer.





Exercise 4-1

- Click the  button to view your working week.

Calendar

	24 January	25 January	26 January	27 January	28 January
08 ⁰⁰				Breakfast with Janey	
09 ⁰⁰	online meeting				
10 ⁰⁰					
11 ⁰⁰					
12 ⁰⁰		lunch with the Association			
13 ⁰⁰					
14 ⁰⁰					
15 ⁰⁰					

- Click the  button to view your calendar a week at a time.

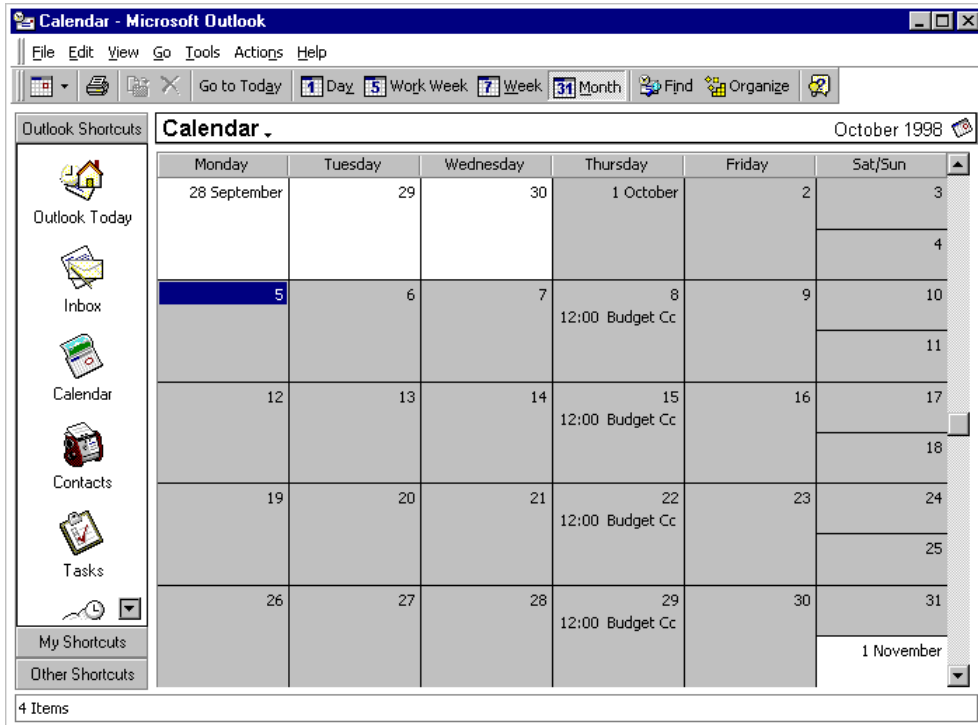
Calendar

24 January	27 January
09:00 10:30 online meeting	08:30 09:30 Breakfast with Janey
25 January	28 January
12:00 14:30 lunch with the Association	
26 January	29 January
	30 January



Exercise 4-1

- Click on one of the letters in the date navigator to display Month view.



- Return to Day view by clicking a single date in the date navigator.

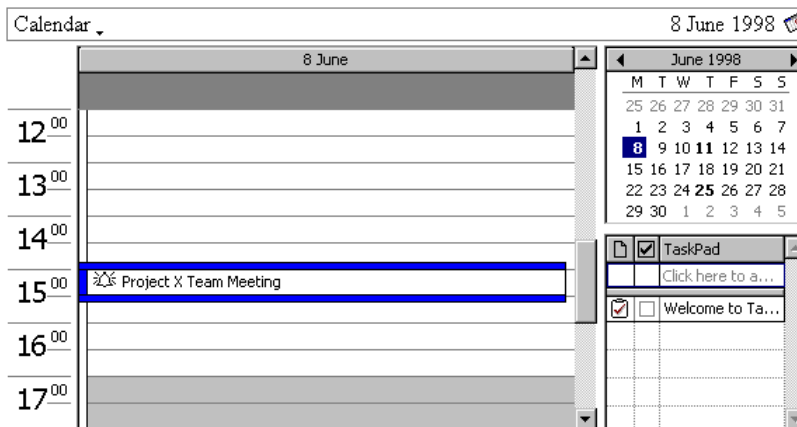


Exercise 4-1

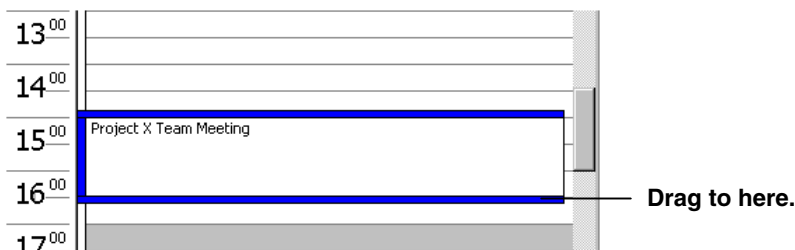
6. Follow the instructions below to create an appointment using the appointment area and then extend its duration.

- Click on the time slot at **1500** then type **Project X Team Meeting**.
- Press **[ENTER]**.

The appointment is created and, if there is enough time before 1500 hours, a reminder is set:



- As the appointment is scheduled to last until 1630 hours, move the mouse pointer onto the bottom edge of the appointment and drag downwards until you reach **1630** then release the mouse button.



Note: You could have selected the time slots from 1500 to 1630 *before* typing the appointment description.



Exercise 4-1

7. Follow the instructions below to create a detailed appointment using the **Appointment** window.
 - Select the **File, New, Appointment** command.
The **Appointment** window is displayed.
 - In the **Subject** text box, type **Dental Appointment**.
 - Type **tomorrow** into the **Start time** date box then press the **[TAB]** key to move to the time box.
When you press the **[TAB]** key, *tomorrow* is converted to a date.
 - Type **10** in the time box then press **[TAB]** twice to move to the **End time** time box and type **1130**.
 - Choose **Out Of Office** from the **Show time as** drop-down list.

The screenshot shows the 'Appointment' window in Microsoft Outlook. The window title is 'Untitled - Appointment'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Actions', and 'Help'. The toolbar contains buttons for 'Save and Close', 'Print', 'Recurrence...', 'Invite Attendees...', and other standard window controls. The 'Appointment' tab is active, showing fields for 'Subject' (Dental Appointment), 'Location', 'Start time' (Fri 28/01/2000, 10:00), 'End time' (Fri 28/01/2000, 11:30), and 'Show time as' (Out of Office). A 'Reminder' of 15 minutes is set. The 'Private' checkbox is unchecked. At the bottom, there are buttons for 'Contacts...' and 'Categories...'.

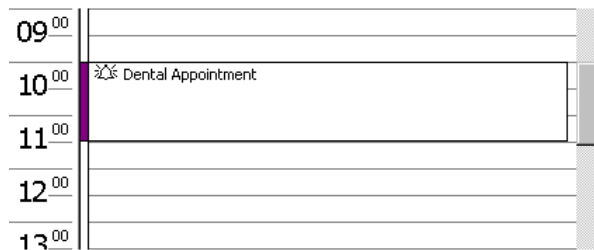
- Click the **Save and Close** button to return to your calendar.

Notice in the date navigator that tomorrow's date is shown in bold, as there is an appointment booked on that date.



Exercise 4-1

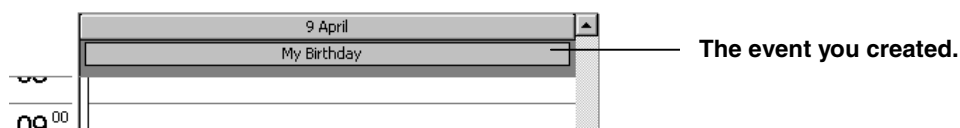
8. Click tomorrow's date in the date navigator to see your appointment in the appointment area.



Note: Appointments will have different coloured borders depending on how the time is to be shown. For example, for appointments where your time is listed as *busy*, the appointments will have a dark blue border; for appointments where you are *out of the office*, the appointments will have a purple border. *Free* and *tentative* appointments have white and pale blue borders respectively.

9. Follow the instructions below to create a multi-day event.
- Choose to create another new appointment.
 - Type a **Subject** of **Staff Retreat**.
 - Choose next Saturday from the **Start time** date navigator.
 - Choose next Sunday from the **End time** date navigator.
 - Change the reminder so that it occurs **1 day** before the start of the event.
 - Activate the **All day event** check box and then click the **Save and Close** button.
 - Display your calendar in Week view to see this event appears both days.
 - Return to Day view.
10. Following the instructions below, create an event.
- Choose to create another new appointment.
 - Type a **Subject** of **My Birthday**.
 - Enter your birth date in the current year into the **Start time** date box or choose it from the small calendar displayed when you click the drop-down arrow.
 - Activate the **All day event** check box.
 - Save and close the **Appointment** window.
 - If your birthday this year has passed, you'll be prompted that Outlook will be unable to set the reminder. Choose **Yes** to acknowledge this message.
11. Using the date navigator, display the month of your birth then click on the date.

At the top of the day's window, the event **My Birthday** is shown in grey.






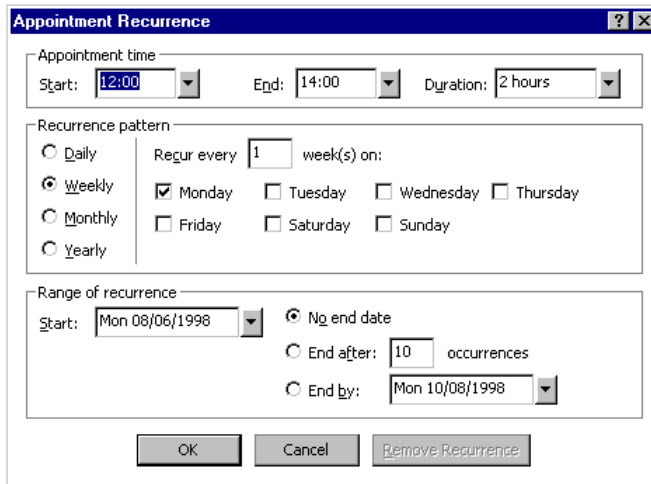
Exercise 4-1

12. Since your birthday occurs every year, it should be a *recurring* event. Follow the instructions below to amend the event so that it occurs every year.

— Double click on the event.

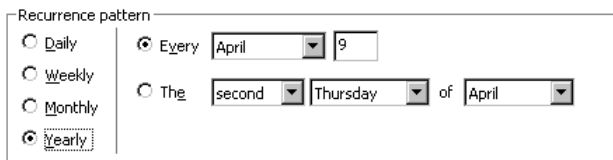
The event details are displayed in the **My Birthday - Event** window.

— Click the  button to display the **Appointment Recurrence** dialogue box.



— In the **Recurrence pattern** group, select the **Yearly** radio button.

The options to the right of this group change to reflect your selection.

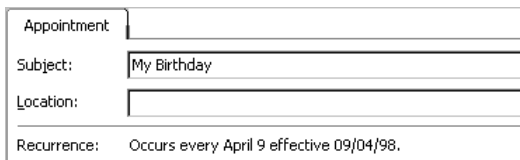


— Ensure that the **Every...** radio button is selected.

As your birthday does not have a limited number of occurrences or stop after a certain date, the other options in this dialogue box suit your needs.

— Click **OK** to return to the **My Birthday - Recurring Event** window.

Notice the recurrence you set is displayed in this window. Remember that your date of birth is likely to be different from that shown below.




— Save and close the appointment.



Editing Appointments and Events

To amend the description of the appointment, you can simply click on the appointment in the appointment area once then click on it again to place the cursor within the appointment. You can then make the required changes. If you prefer, you can edit any of the appointment details by double clicking on the appointment to display the **Appointment** window and making your modifications there.

Moving Appointments Using the Appointment Area

If you need to move the appointment, you can do so in the appointment area when you're in Day view. Position the mouse pointer on the left edge of the appointment until the pointer becomes a four-way arrow: . You can now click and drag the appointment to another time slot on the same day or, if you want to change the day the appointment will take place, drag the appointment onto the date navigator and highlight the required day. When you release the mouse button, the appointment will be moved to the same time on the selected date.

In Week or Month view, you can move the appointment to another date by clicking on it and dragging it to the appropriate date. The appointment will then occur at the same time on the new date.

Alternatively, you can use the **Edit, Cut** command or **Cut** shortcut menu option to remove the appointment from its current time slot and the **Edit, Paste** command to insert it at the selected time.


Note: If you want to copy the appointment rather than move it, you can do so by holding down the [CTRL] key while you click and drag the appointment. Alternatively, the **Edit, Copy** command or **Copy** shortcut menu option will take a copy of the appointment, which you can then paste at the required time.

Moving Appointments Using the Appointment Window

You can also change the time of an appointment using the **Appointment** window. Simply double click the appointment to display this window then adjust the date and/or time as required. Click the **Save and Close** button to save your changes.

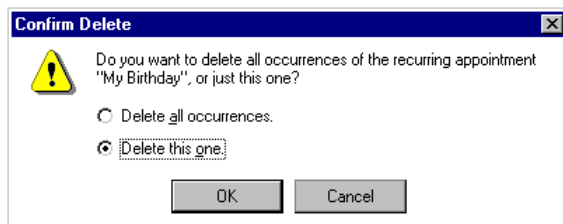


Deleting Appointments and Events

If an appointment or event is no longer required, you can delete it. Simply click on the appointment/event once then press the **[DELETE]** key or click the  **Delete** button shown on the toolbar.

Deleting Recurring Appointments/Events

If the item you want to delete has more than one occurrence, you'll be prompted to confirm whether you want to delete this or all occurrences of the item:



Choose the appropriate option then click **OK**.



Exercise 4-2

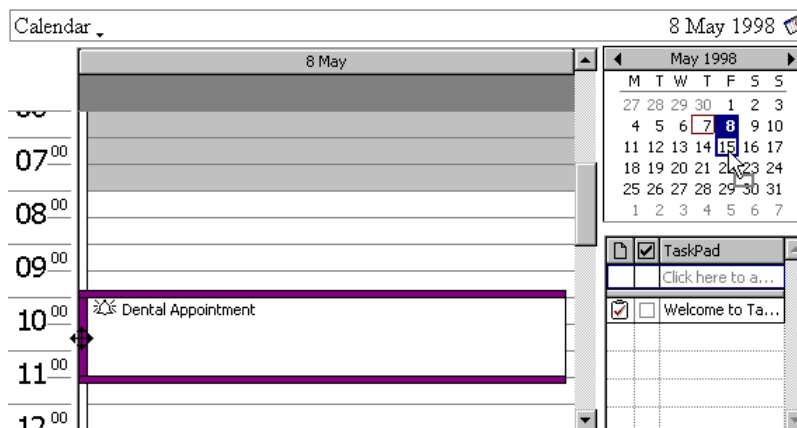
In this exercise, you'll make some changes to the times and detail of appointments on your calendar.

1. Follow the instructions below to move your dental appointment to the same day next week.

- Display tomorrow in Day view.

You may find the quickest way to do this is to click the **Go to Today** button shown on the toolbar then click tomorrow's date in the navigator.

- Click on the left edge of the appointment and drag it onto the date navigator position the mouse pointer on the same day a week later...



...then release the mouse button to move the appointment to this date.

The appointment is shown in its new position.

It's been decided that the Project X team meeting should be followed the next day with another.

2. Following the instructions below, schedule another **Project X Team Meeting**.

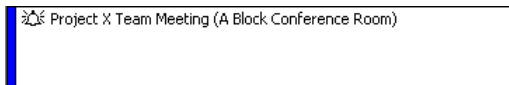
- Display today in Day view.
- Holding down the [CTRL] key, drag the **Project X Team Meeting** appointment to the following day on the date navigator then release the mouse button.
- The second of the **Project X** meetings is to be held an hour earlier than the first, so click on the date when this meeting is to be held.
- Position the mouse pointer on the left edge of the appointment and drag it up until it is using the **1400** to **1530** time slots.



Exercise 4-2

3. The locations of the team meetings are different. Follow the instructions below to edit the appointments to set the locations.
 - Display the first **Project X Team Meeting** appointment.
 - Double click on this appointment.
 - Type **A Block Conference Room** into the **Location** text box.
 - Save and close the **Appointment** window.

Notice that the location is shown in brackets after the appointment subject:



- Display and double click the second of these appointments.
- Enter a **Location** of **Board Room C** then save your changes and return to your calendar.



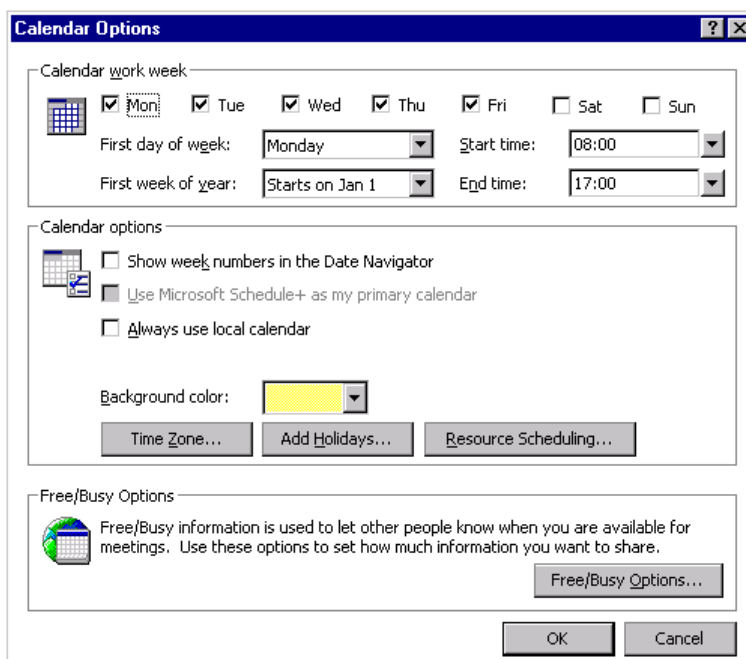
Customising the Calendar

As previously mentioned, you can change the duration of the time slots shown in your schedule and alter the working hours. So if, for example, your working hours are 8am until 6pm Monday to Thursday, you can change your calendar to show this.

To Customise Your Calendar

1. Select the **Tools, Options** command then click the **Calendar Options** button on the **Preferences** property sheet.

The **Calendar Options** dialogue box will be displayed.




2. Complete these options as required.
3. Click **OK** to return to your calendar.

Before you can see the effect of your changes, you must display the contents of another folder and then return to the calendar.

Resizing the Appointment Area

If you want to, you can also increase the size of the appointment area so that you can display more detail about your appointments. Alternatively, you may prefer to decrease the width of the appointment area so that more months may be shown in the date navigator.

To do this, position the mouse pointer on the edge of the vertical scroll bar in the appointment area until the pointer appears as a double-headed arrow: . Click and drag this edge of the appointment area to the left or right, depending on whether you want to increase or decrease the width of the appointment area.

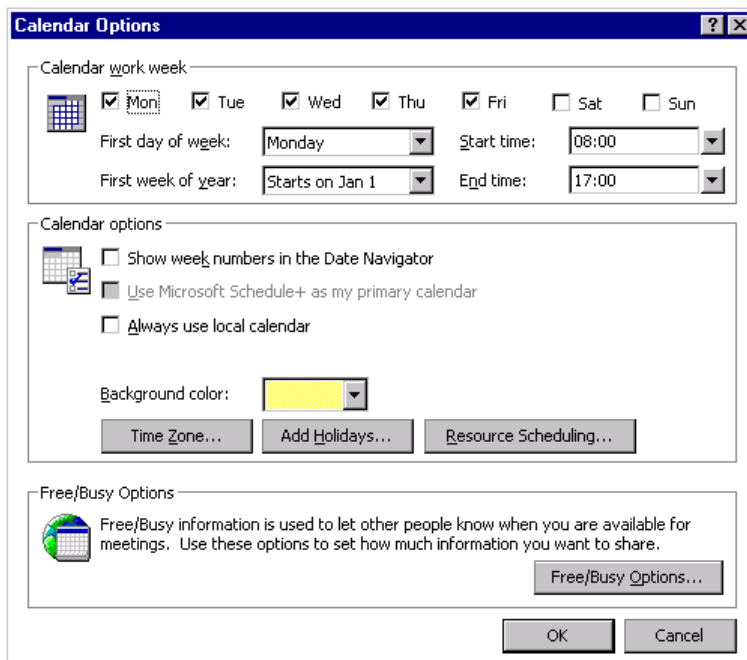


Exercise 4-3

In this exercise, you'll make some changes to the calendar options then view the effects of your changes.

1. Select the **Tools, Options** command then click the **Calendar Options** button.

The calendar options are displayed.



2. Follow the instructions below to change your working hours to **8am** to **6pm**.
 - If necessary, change the **Start time** in the **Calendar working hours** group to **08:00**.
 - If necessary, change the **End time** in the **Calendar working hours** group to **18:00**.
 - Click **OK** then **OK** again to return to your schedule.
3. In Day view, use the vertical scroll bar to see that the hours between **8am** and **6pm** are shown in a lighter colour, indicating that these are your working hours.

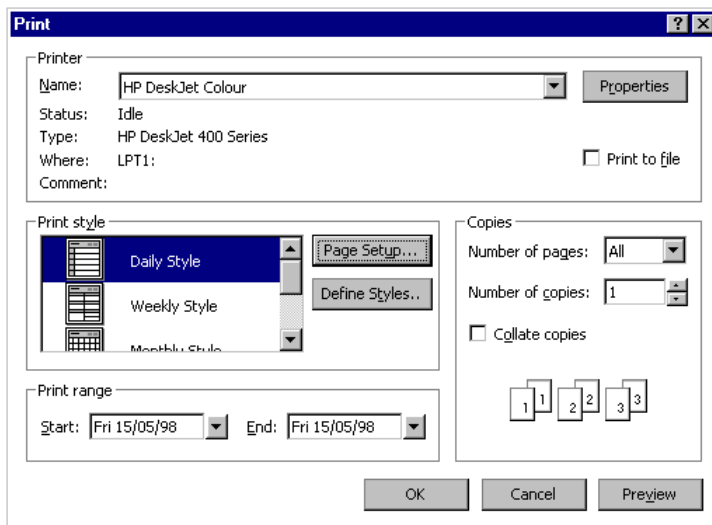


Printing Calendar Information

If required, you can print any part of your schedule. You can customise the font, etc. that's used and choose from a variety of page layouts for your calendar. The Print dialogue box for the calendar is the similar to that for the Inbox.

To Print Calendar Information

1. Display the **Print** dialogue box.



2. Complete this dialogue box.

- **Printer:** Choose the printer you want to use from this drop-down list.
- **Print style:** Choose the layout you want to use for the printed version of your calendar.
- **Copies:** Choose whether you want to print **All** pages from your calendar or only the **Odd pages** or **Even** pages, and select the number of copies you want of each. If you want to collate the copies, i.e. print one full copy and then the next, and so on, ensure the **Collate copies** option is selected.
- **Print range:** Choose the first date and last date you want to print from the **Start** and **End** date navigators.

3. Click **OK** to print the selected parts of your calendar. Alternatively, click **Preview** to see what will be printed prior to sending it to the printer.

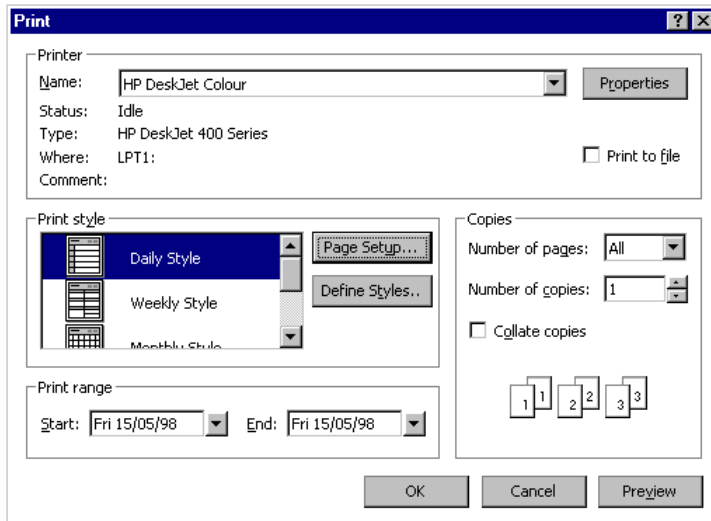


Exercise 4-4

In this exercise, you'll experiment with the printing options available.

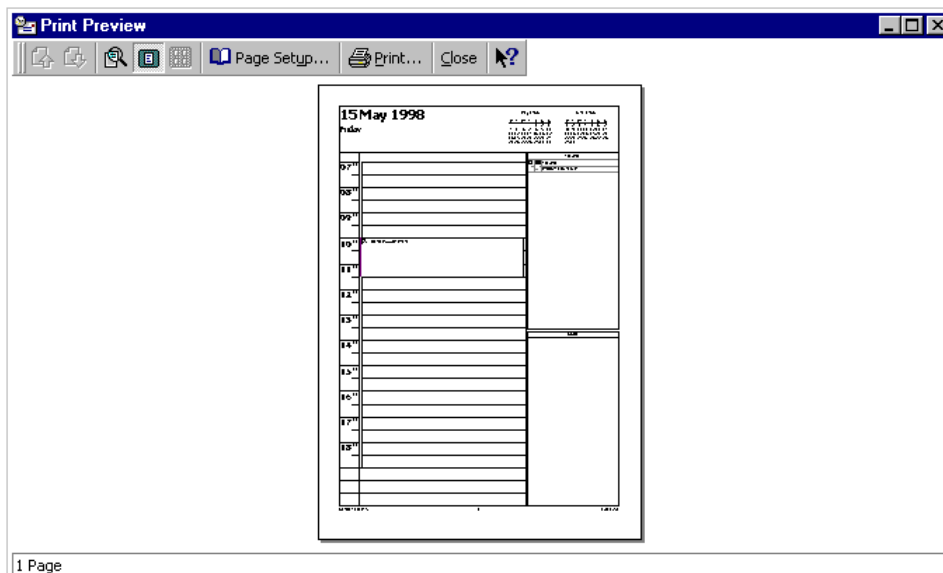
1. Select the **File, Print** command.

The **Print** dialogue box is displayed.



As you were in Day view when you selected to print, the **Daily Style** layout is selected and only the date shown in the calendar at this time is selected in the **Print range** group.

2. Click the **Preview** button to see how the default settings will look.




The current date is shown in the **Print Preview** window and the cursor is shown as a magnifying glass with a + plus sign: .



Exercise 4-4

3. Click the left mouse button to zoom in so that you can see more clearly what's on the page.

The magnifying glass changes to contain a - minus sign: .

4. Click again to zoom back out.

5. Click the **Print** button to return to the **Print** dialogue box.

6. In the **Print style** group, choose the **Weekly Style** then preview it.

7. Experiment with the other options in this group then print using the settings you prefer.



Saving the Calendar as a Web Page

You can share a calendar with users who have access to the location where you save it, e.g. your Intranet or the Internet, by saving it as a web page. Other users with access to the page can then view it in their web browser, e.g. Microsoft Internet Explorer or Netscape Navigator.

To Save a Calendar as a Web Page

1. Display the calendar and then select the **File, Save as Web Page** menu option.

The screenshot shows the 'Save as Web Page' dialog box. The 'Duration' group has 'Start date' set to '01 October 2000' and 'End date' set to '31 December 2000'. The 'Options' group has 'Include appointment details' checked and 'Use background graphic' unchecked. The 'Save as' group has 'Calendar title' set to 'G Denny' and 'File name' empty. The 'Open saved web page in browser' checkbox is checked. The 'Save' and 'Cancel' buttons are visible at the bottom.

2. In the **Duration** group, select the **Start date** and **End date** you want to publish.
3. If you have recorded notes for your events and appointments and want to see them on the published page, ensure the **Include appointment details** check box is activated.
4. To include a graphic in the background of the published calendar, check the **Use background graphic** box and type the name and path where the graphic can be found. Alternatively, click the **Browse** button and locate the graphic.
5. Under **Save as**, enter text to be shown in the web browser above the published calendar into the **Calendar title** box and type a name and location for the web page file. Alternatively, click the **Browse** button to locate the folder where it is to be saved.
6. If you want to see the web page after it is saved ensure the **Open saved web page in browser** check box is selected.
7. Click **Save**.

Note: When you save a web page a number of files are created: these will be stored in a folder that Outlook will create in the location you specified at step 6. The folder will be given the same name as the filename you specify.

An example of a published calendar is shown on the next page.



Saving the Calendar as a Web Page

Sample Published Calendar

The illustration below shows a calendar that has been published as a web page and displayed in the Microsoft Internet Explorer 5 browser window:

The screenshot shows a Microsoft Internet Explorer 5 browser window titled 'Calendar - Microsoft Internet Explorer'. The address bar shows the file path: C:\department_calendar_no_details\department_calendar_no_details.htm. The main content area displays a 'Department Calendar' for December 2000. The calendar grid shows the following events:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Appointment and Event Details
				09:00 Business Writing Course	1	2	----- 01 December ----- Business Writing Course 09:00-16:30 (Training Room)
10:00 Monthly Department Meeting		Company Anniversary		16:45 Mr Thomson's Leaving Event	8	9	----- 04 December ----- Monthly Departmental Meeting 10:00-12:00 (recurring monthly) Induction Series 15:30-16:00 (Desktop)
	14:30 Board Meeting	12:00 Staff Lunch			15	16	----- 06 December ----- Company Anniversary
14:00 Christmas Review		11:00 Conference Call	Office Closed for Christmas Break				----- 08 December ----- Mr Thomson's Leaving Event 16:45-17:00 (Room AT102)
							----- 12 December -----

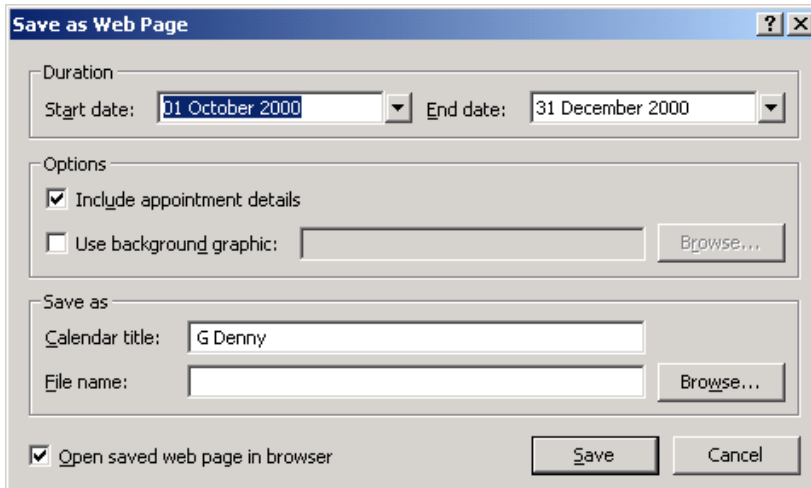
At the bottom of the calendar, it says 'Saved on 19/10/2000, GMT Daylight Time' and 'Created by Microsoft Outlook'. The browser's taskbar shows 'My Computer'.



Exercise 4-5

In this exercises you'll save the current month's calendar as a web page.

1. Display the calendar and then choose the **File, Save as Web Page** menu option.



2. Under **Duration**, choose the first day of the current month from the **Start date** date navigator and the last day of the month from the **End date** date navigator.
3. Under **Save as**, enter *your name's Calendar* into the **Calendar title** text box.
This title will be shown above your calendar when viewed in a web browser.
4. Type *current month Calendar* into the **File name** box.
A folder of this name will be created in your **Personal** folder.
5. Click **Save**, ensuring the **Open saved web page in browser** option is selected.
Your calendar now appears in your web browser window.
6. Examine the calendar and then close the browser window.



Using the Taskpad

The taskpad shown in the appointment area can be used to create tasks that you need to carry out. Simply click and type a description of the task. When the task is complete, click the box to the left of the task description to indicate this.

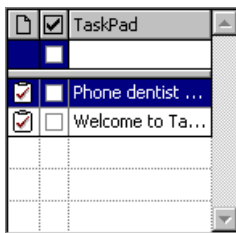
Creating tasks and adding more detail is covered in section 5 of this workbook.



Exercise 4-6

1. Click in the top row of the taskpad then type **Phone dentist to confirm new appointment**.
2. Press [ENTER].

The task is added to your task list.





Questions and Answers

1. Which menu command would you use to create a new appointment?

2. Describe how you would add an appointment using the appointment area.

3. Which menu option would you use to change your view of your calendar?

4. In which dialogue box would you choose the layout you want for a printed copy of your schedule?

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