

# Section 3

# Calendar

By the end of this Section you should be able to:

- Use the To-Do Bar
- Change Display Dates
- Create Normal and Detailed Appointments
- Edit an Appointment
- Set Reminders
- Record Events
- Create Recurring Appointments/Events
- Show Two Time Zones
- Print a Schedule

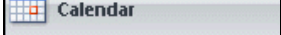
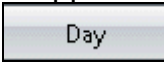
# Exercise 21 - Calendar

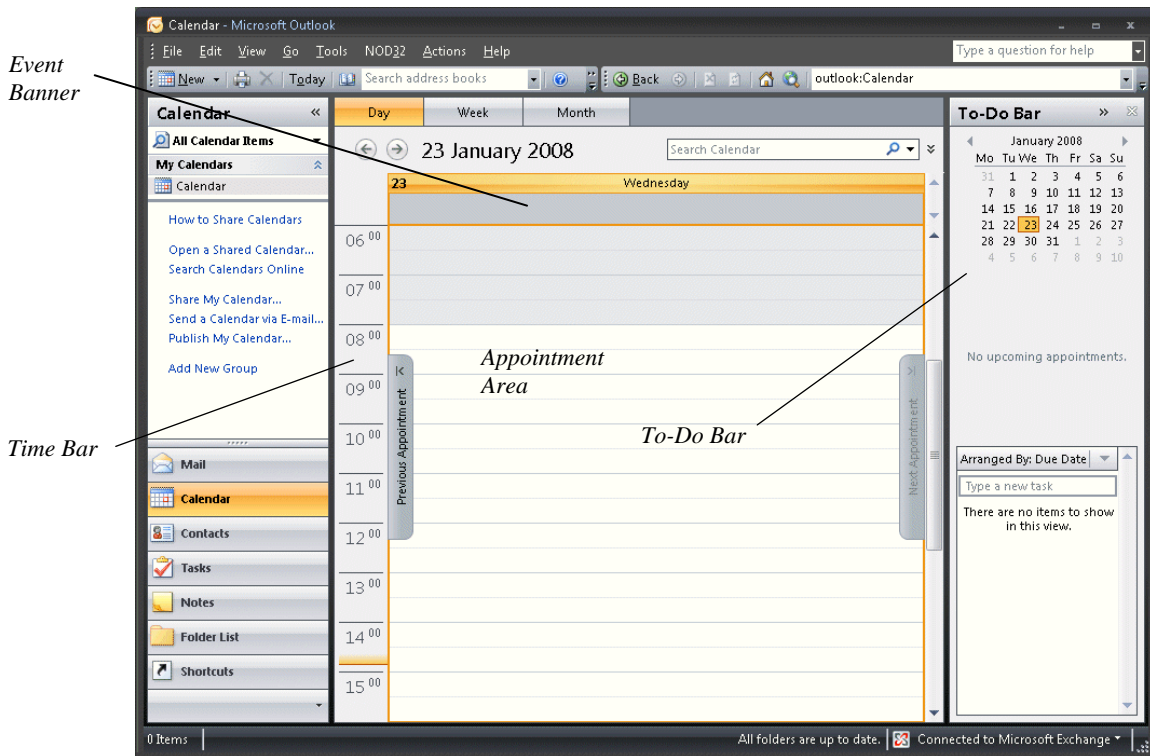
## Guidelines:

Within the **Calendar** folder, it is possible to view appointments by day, week or month. By default, day view is displayed, In **Day** and **Week** views the appointment area is divided into 30-minute intervals. The workday is shown in white and the time outside the workday is shaded.

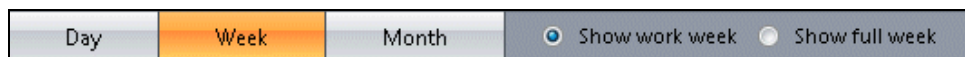
An optional area on the right of the **Calendar** screen is the **To-Do Bar**. This is covered in the next exercise.

## Actions:

1. On the **Navigation Pane** click the **Calendar** icon, .
2. Make sure **View | Current View** is set to **Day/Week/Month**. The contents of the **Calendar** folder will appear in the Content pane. If the **Day** view is not selected click **Day**, . If the **To-Do Bar** is not displayed, select **View | To-Do Bar** and click **Normal**.



3. Click the **Week** button. You can then choose to **Show work week** or **Show full week** (including weekends).



4. Make sure **Show work week** is selected and leave the window open.

## Exercise 22 - To-Do Bar

### Guidelines:



An optional area on the right of the **Calendar** screen is the **To-Do Bar**. This panel can contain three optional components.

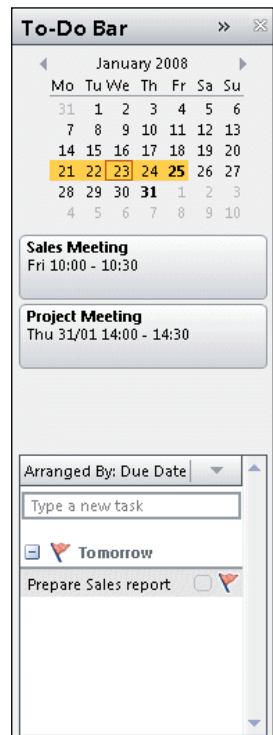
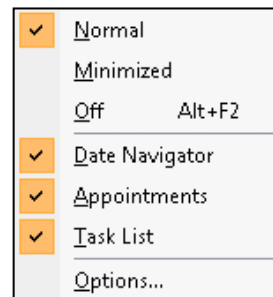
**Date Navigator** shows the current month with buttons to scroll to specific dates so that appointments can be added or reviewed. A date in bold indicates that at least one appointment is scheduled for that day. Today's date is always shown with an outline, the currently selected dates are shown shaded.

**Appointments.** A list of the next outstanding appointments on this calendar can be shown here.

**Task List.** A list of outstanding tasks can be shown here. The tasks can be arranged by different criteria.

### Actions:

1. With the **Calendar** window displayed select **View | To-Do Bar**.
2. Make sure that **Normal** is ticked and that the **Date Navigator**, **Appointments** and **Task List** components are all selected.
3. If this is the first time *Outlook* has been used, there will be no entries in the **To-Do Bar** for **Appointments** or **Tasks**. Samples (2 appointments and 1 task) are shown in the picture in the right just as an example.
4. The **Date Navigator** shows that the week displayed in the main **Appointment** area is week starting **21st Jan 2008**, that today's date is **23<sup>rd</sup> Jan** and that there is an appointment on the **25<sup>th</sup> Jan**.
5. Click the arrow, , to the right of the month in the **Date Navigator**. The display now shows the corresponding week in the next month.
6. Click in a different week for that month to change the display again.
7. Click the arrow, , to the left of the month in the **Date Navigator** to return to the current month.
8. Click on today's date to display the original week.



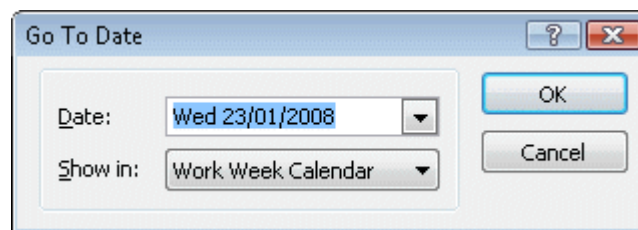
## Exercise 23 - Changing Dates

### Guidelines:

There are other ways to change the display within **Calendar** to show any date. The working week and daily hours can also be altered.

### Actions:

1. From the **Menu Bar** select **Go | Go to Date**, to display the **Go To Date** dialog box.



2. In the **Date** area type **21/7/08** (dates can be entered in various styles, i.e. 21-7-08 or 21-Jul-08, or the drop down calendar can be used).
3. Click **OK**. The **Appointment** area and **Date Navigator** are now showing the date **Monday 21 July 2004**.

*Note: In the **Navigator** calendar, the selected date (or dates) is shaded yellow and the current date is shown with a border.*

4. Go back to today's date, either by selecting **Go | Today** or by clicking the **Today** button.
5. Change the calendar view by selecting each of the **View** buttons, including the **Show work week** and **Show full week** options.

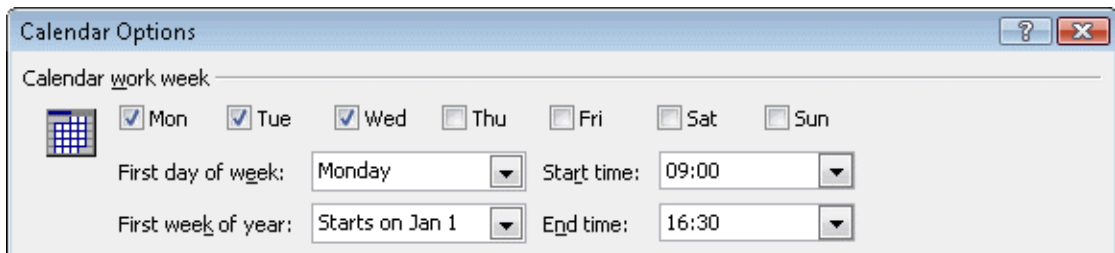


6. In any view, drag across three days in the **Date Navigator** and the **Appointment Area** will display them in **Day** view.
7. Click **Day** to return to a single day display, then find out the day on which you were born using **Go | Go to Date**.
8. Go back to today and suppose your working hours have changed to 9 - 4.30, Monday to Wednesday. To change the **Calendar** display, select **Tools | Options** and the **Preferences** tab.
9. Click the **Calendar Options** button.

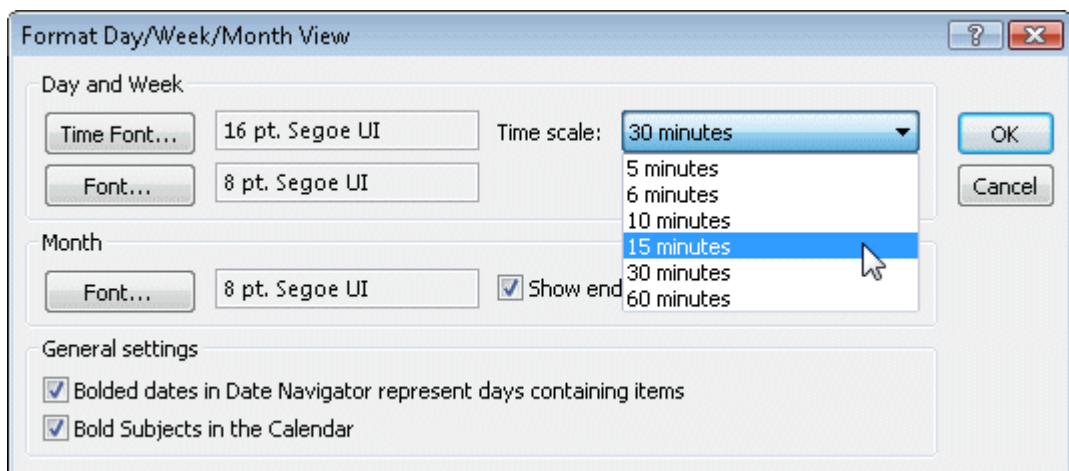


## Exercise 23 - Continued

10. To change the work week, click in the **Thu** and **Fri** check boxes to remove the checks.
11. To change the **Start time**, click the drop down arrow and select **09:00**.
12. Change the **End time** to **16:30**. The options should look like the diagram below.



13. Click **OK** and then **OK** again. Select **Week** view to see that only three days are displayed.
14. The time slots are usually set at 30 minutes. To change this, select **View | Current View | Customize Current View**.
15. In the **Customize View** dialog box, click **Other Settings** to display the **Format Day/Week/Month View** dialog box.
16. Click the **Time scale** drop down arrow and select 15 minutes (or change it to a different value).



*Note: Fonts for the Calendar display can be changed from this dialog box.*


17. Click **OK** and then **OK** again.
18. Change the settings back as follows: work week Monday to Friday, hours 08:30-17:00, time slots 30 minutes.
19. Leave **Calendar** open for the next exercise.

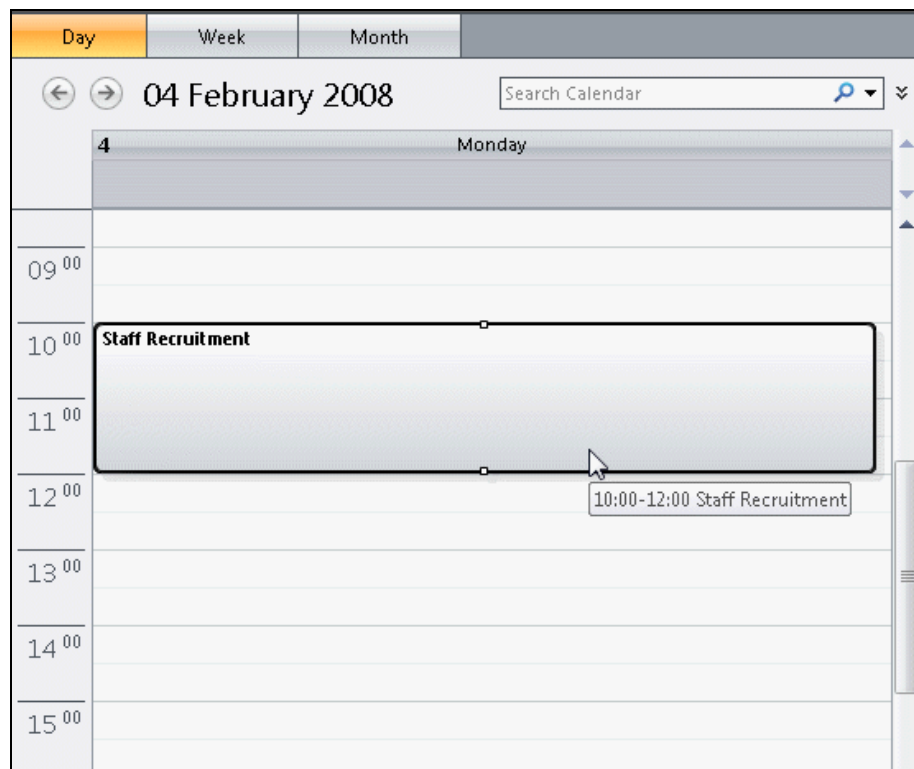
## Exercise 24 - Create an Appointment

### Guidelines:

Before an appointment can be created, a time slot must be selected in the appointment area and appointment details entered. When an appointment has been set, that date will appear bold (if it is for the current year) in the **Date Navigator**.

### Actions:

1. Display the **Day** view.
2. Go to the first Monday of February next year.
3. In the **Appointment** area, start at the **10.00am** time slot and select a one hour appointment by clicking and dragging (two rows).
4. Type **Staff Recruitment** and press <Enter>.
5. Move the mouse pointer over the lower edge of the appointment area until it changes to a double arrow, . Click and drag the edge downwards so that the appointment lasts two hours.
6. The new appointment will appear as shown below.




*The example above shows an appointment set for 4<sup>th</sup> February 2008.*

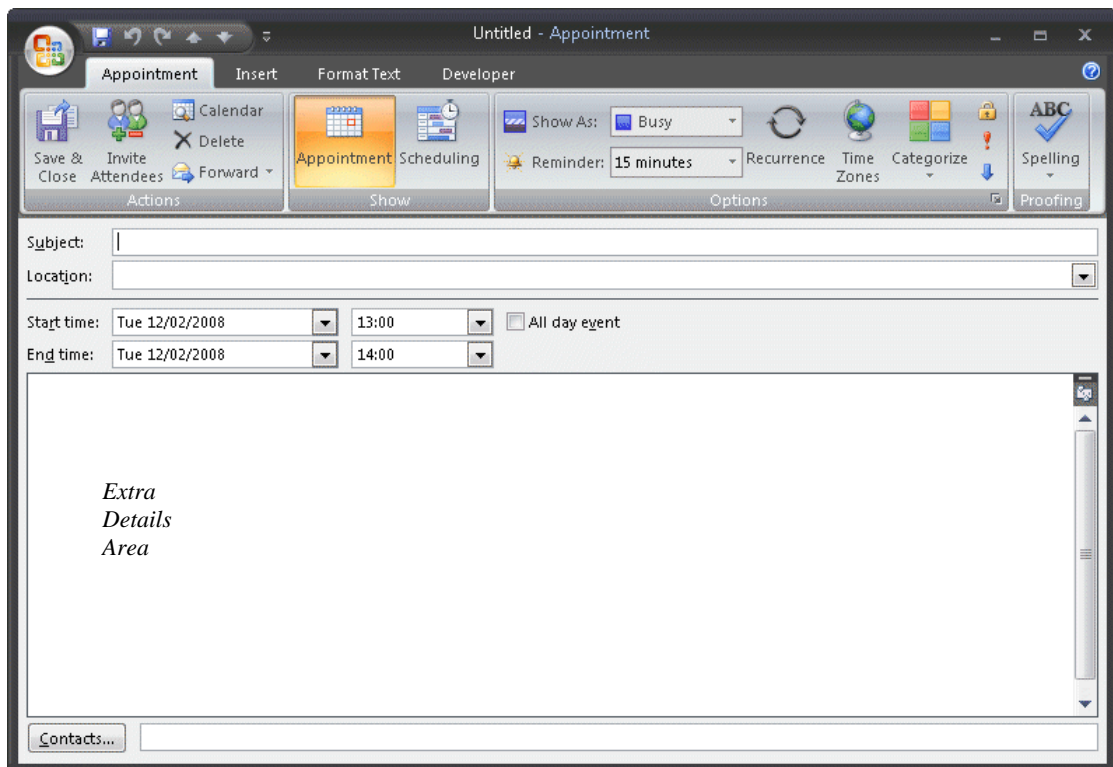
## Exercise 25 - Create a Detailed Appointment

### Guidelines:

More detailed appointments can also be created. Start/end times and dates can be easily changed, locations can be specified and the time can be designated as **Free** (white), **Tentative** (blue and white stripes), **Busy** (dark blue) or **Out of Office** (purple). By default, other users are able to view appointments, but it is possible to make them private by checking the **Private** box.

### Actions:

1. In the **Date Navigator**, select the second Tuesday of February next year.
2. In the **Appointment Area**, click in the **13.00** time slot and drag the mouse pointer down to the next slot. This will select a one hour period.
3. Click the **New Appointment** button, .
4. The new appointment form will appear, the time period selected is converted into start and end times on the form.



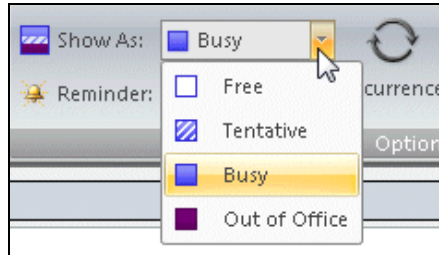
*The example above shows an appointment for 12<sup>th</sup> February 2008.*

*Note: Remember the appearance of the Ribbon will vary depending on how much space is available.*



## Exercise 25 - Continued

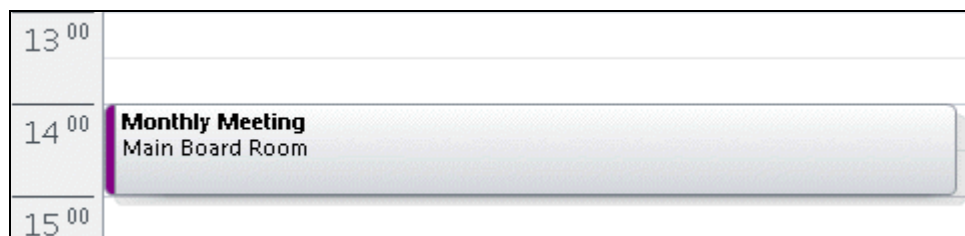
- In the **Subject** box type **Monthly Meeting**.
- Use the <Tab> key to move to **Location**. Type **Main Board Room**.
- Click the **Show as** drop down on the Ribbon and select **Out of Office**.



- Leave the **Reminder** option on the Ribbon as it is. **Reminders** are covered later in this section.
- The new start time for the appointment is **14.00**. Click on the drop down option list for the start time and change it to **14.00**. Notice that the duration of the meeting remains at 1 hour.
- In the area at the bottom of the dialog box, for extra details, type **Remember to prepare last month's sales figures**.

|   |                 |       |  |
|---|-----------------|-------|--|
| Subject:  | Monthly Meeting |       |  |
| Location:                                       | Main Board Room |       |  |
| Start time:                                     | Tue 12/02/2008  | 14:00 | <input type="checkbox"/> All day event |
| End time:                                       | Tue 12/02/2008  | 15:00 |  |
| Remember to prepare last month's sales figures. |                 |       |  |

- To set the appointment, click the **Save & Close** button. The appointment is shown in the **Appointment Area**.



*Note: The appointment is shown with a purple bar on the left to indicate **Out of Office***

- Leave the **Calendar** set at this date for the next exercise.

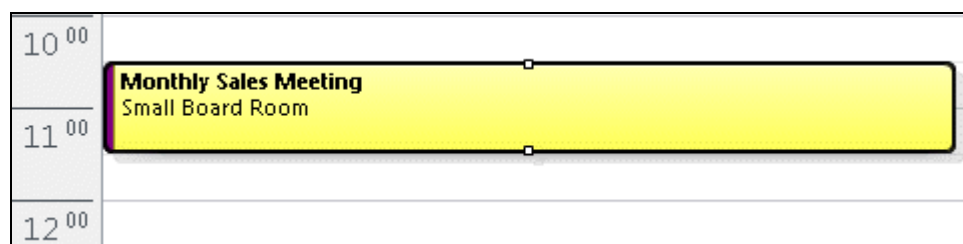
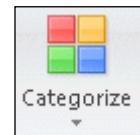
## Exercise 26 - Edit an Appointment

### Guidelines:

Appointments can be edited by either double clicking on the appropriate appointment to display its appointment form, or by editing directly from the **Appointment Area**.

### Actions:

1. Confirm that the **Date Navigator** is showing the second Tuesday in February of next year. Double click the appointment in the **14.00** time slot and the appointment form will appear.
2. Change the start time to **10.30** - notice the finish time changes to **11.30**.
3. Set the location to be in the **Small Board Room**.
4. Click the **Categorize** button on the ribbon and select the **Yellow Category**. Notice the categories are the same ones that were used in the **Contacts** section.
5. If this is the first time this category has been used there will be a prompt to rename it. Change the name to **Sales** and click **Yes**.
6. Click the **Save & Close** button. The entry in the **Appointment Area** has moved.
7. Click once on the appointment and it will now have a heavy border around it. This indicates the appointment is selected.
8. The appointment name can be amended. Click between the words **Monthly** and **Meeting**, then type **Sales**.



*Note: The appointment is now colour coded with the colour of the category that has been applied. This makes it easier to identify different appointments on the calendar.*

9. Click and drag the appointment to move it in the **Appointment Area**. Drag it so that it starts at **13.00** and release the mouse button.

## Exercise 27 - Setting Reminders

### Guidelines:

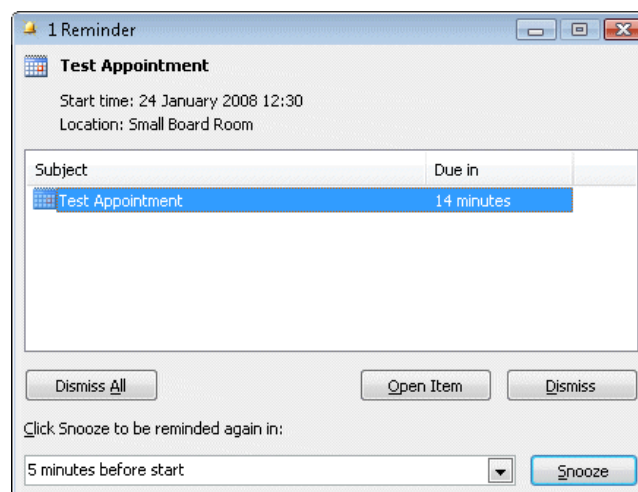
**Reminders** can be set to inform the user of an imminent appointment. Reminders are automatically set for each new appointment created, with a default timing of **15** minutes before the appointment is due to begin. When a reminder appears on the screen, it can be either dismissed or set to snooze for a set duration (the default is **5** minutes). The reminder can be used to open the appointment and view the details.

### Actions:

1. Go to today's date and set up a detailed appointment for the next half an hour timeslot from the current time. Add the subject **Test Appointment** and set the location as the **Small Board Room** (choose from the **Location** drop down list). Type in some extra details.
2. Check the clock in the bottom right corner of the screen and work out how many minutes there are until the start time of the appointment. The reminder time should be set to a value slightly less than this.
3. Locate the **Reminder** box in the **Options** group of the **Ribbon** and set the time to the value calculated in the previous step. The reminder will be activated this number of minutes before the start of the appointment.

*Note: Set times can be selected from the drop down list.*

4. Click **Save & Close**.
5. When the alarm is activated a **Reminder** appears for the appointment.



6. Select the appointment from the **Reminder** dialog box and click **Snooze**. The reminder will reappear in the time shown.
7. When this happens click **Dismiss** and it will not be displayed again.
8. Deleting **Appointments** is similar to deleting **Contacts** (Exercise 19). Click on **Test Appointment** and press the **<Delete>** key.

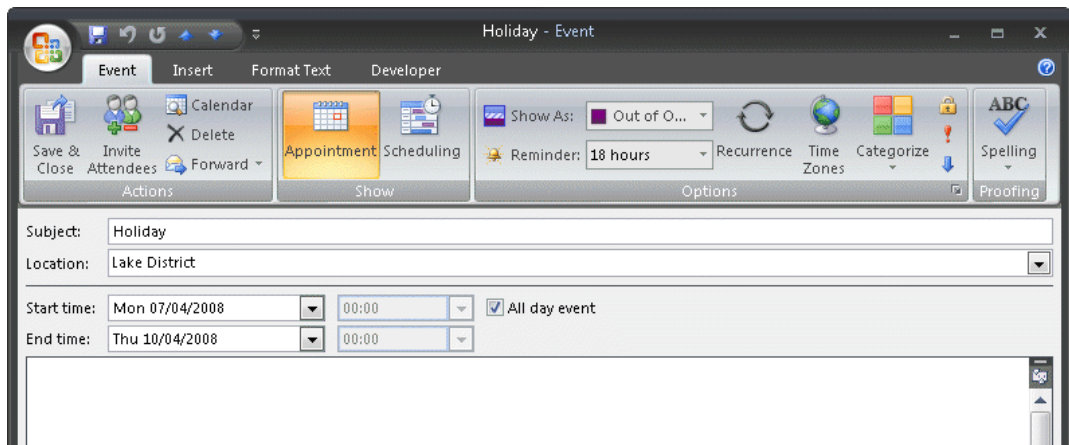
## Exercise 28 - Events

### Guidelines:

An **Event** is similar to an appointment but always occupies a full day or many days, e.g. birthdays, holidays, seminars. Events are shown in the **Event Banner** at the top of the **Appointment Area**.

### Actions:

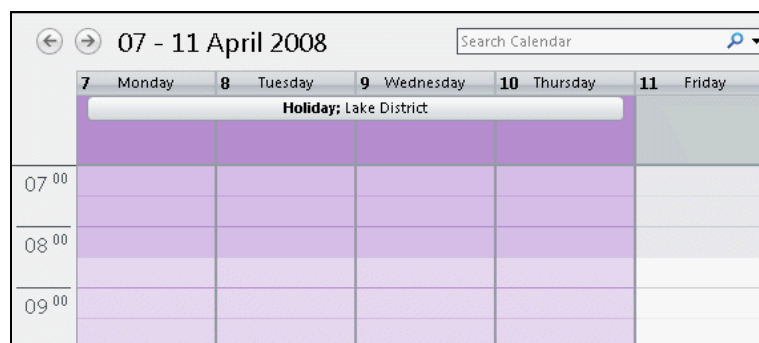
1. With today still selected in the **Calendar**, select **Actions | New All Day Event** or double click on the **Event Banner**. An event form will appear.
2. Enter a **Subject** of **Holiday** and choose a suitable **Location**.
3. By default the **Start time** for the event is set to the currently selected date. Change this to the first Monday in April next year and the **End time** to the following Thursday. Show the time as **Out of Office**.



The example above shows an event (Holiday) from 7<sup>th</sup> - 10<sup>th</sup> April 2008.

**Note:** The **Event** window is just an **Appointment** window with the **All day event** flag set.

4. Click **Save & Close** to save and close the event.
5. Change to **Week** view and use the **Date Navigator** to view the first Monday in April of next year. An all day event has been created for four days with the time shown as **Out of Office** (purple header and pale purple **Appointment Area**).




## Exercise 29 - Recurring Appointments/Events

### Guidelines:

Appointments or events can be entered in the **Calendar** to be automatically repeated at regular intervals, so that it is not necessary to enter the information each time. The recurrence pattern can be daily, weekly, monthly, annually or any combination of these.

### Actions:

1. Go to the second Tuesday of February next year in the **Date Navigator** and double click the **13.00 Monthly Sales Meeting** appointment to open the form.
2. Click the **Recurrence** button to open the **Appointment Recurrence** dialog box. 
3. Select each of the **Recurrence pattern** settings (**Daily**, **Weekly**, etc.) in turn to see the range of recurrence options that can be used. Finally set the pattern to **Monthly**.

The example above shows a recurring appointment starting on Tuesday 12th February 2008.

4. Change the **Recurrence pattern** option to be the second Tuesday of every month and under **Range of recurrence** change the **End after** setting to **12** occurrences.
5. Click **OK**. The recurrence is indicated on the appointment form.



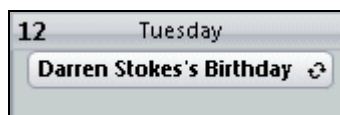
## Exercise 29 - Continued

|   |                       |
|---|-----------------------|
| 1 instance of this recurring appointment conflicts with another appointment on your Calendar in the next 11 months. |                       |
| Sales   |                       |
| Subject:  | Monthly Sales Meeting |
| Location:   | Small Board Room      |
| Recurrence: Occurs the second Tuesday of every 1 month effective 12/02/2008 until 13/01/2009 from 13:00 to 14:00.   |                       |
| Remember to prepare last month's sales figures.   |                       |

- Notice there may be a conflict warning message with this appointment, as shown above. This will occur if one of the recurrences is due at the same time as the **Holiday** out of office event entered in the previous exercise.
- Click **Save & Close**. Notice that in **Day** and **Week** views, the appointment has the recurrence symbol, ↻.
- Double click on the appointment to open it.



- There is now a choice whether to open this occurrence and possibly make changes to this individual appointment, or to open the series and possibly make changes which will affect every occurrence. Click **Cancel** to return.
- Earlier the birthday for **Darren Stokes** was entered as the 12th August in his contact details. Display the **12th August** of any year.



- This is automatically displayed as a recurring event, but it is defined with a status of **Free** so it will not conflict with any other appointment.
- Open the **Contacts** folder and enter your birthday on the **Details** tab of your personal record, then **Save and Close** it. This will automatically create an event in **Calendar** which is recurring.
- Check the appointment area of the calendar for this year and next year to confirm this.
- Click the **Go to Today** button, to display today's date.

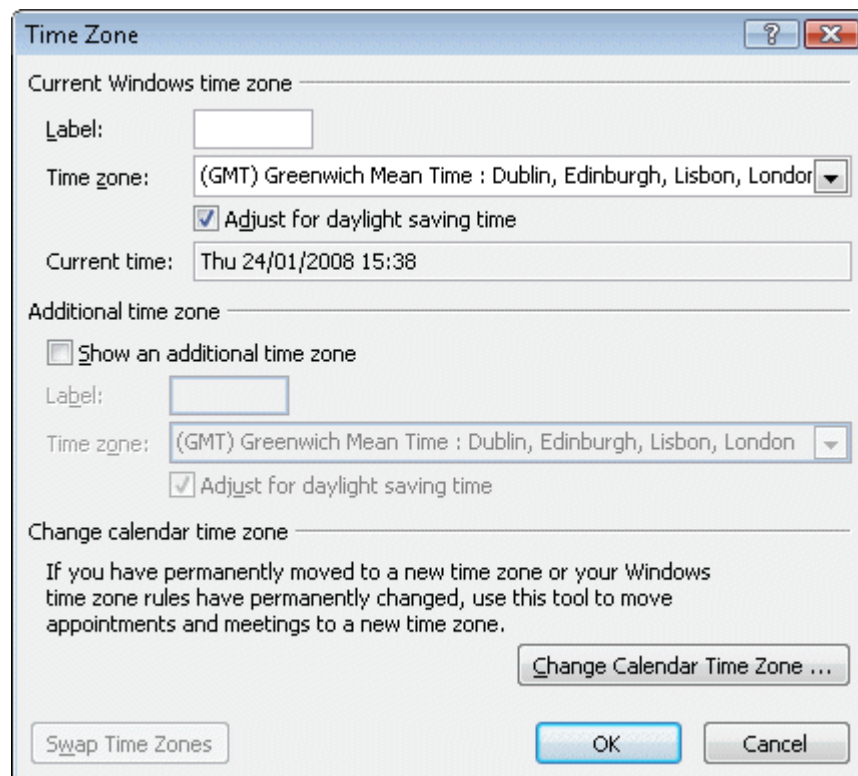
## Exercise 30 - Show Two Time Zones

### Guidelines:

Within **Calendar** two time zones can be shown. This is useful if it is necessary to plan a phone call or an Internet meeting with someone in a different country.

### Actions:

1. In **Calendar** right click the **Time Bar** and select **Change Time Zone**.
2. The **Time Zone** dialog box appears.



3. In the **Label** box for the **Current time zone** type **UK**.
4. Check **Show an additional time zone**.
5. Choose **(GMT+10:00) Brisbane** from the lower **Time zone** list.
6. Enter **Brisbane** for the bottom time zone **Label**.
7. Click **OK**. Notice how the corresponding Brisbane time is shown alongside GMT.
8. To remove the additional time zone, right click any **Time Bar**, select **Change Time Zone**.
9. In the **Time Zone** dialog box, uncheck **Show an additional time zone**, delete the **UK** label and click **OK**.

## Exercise 31 - Print a Schedule

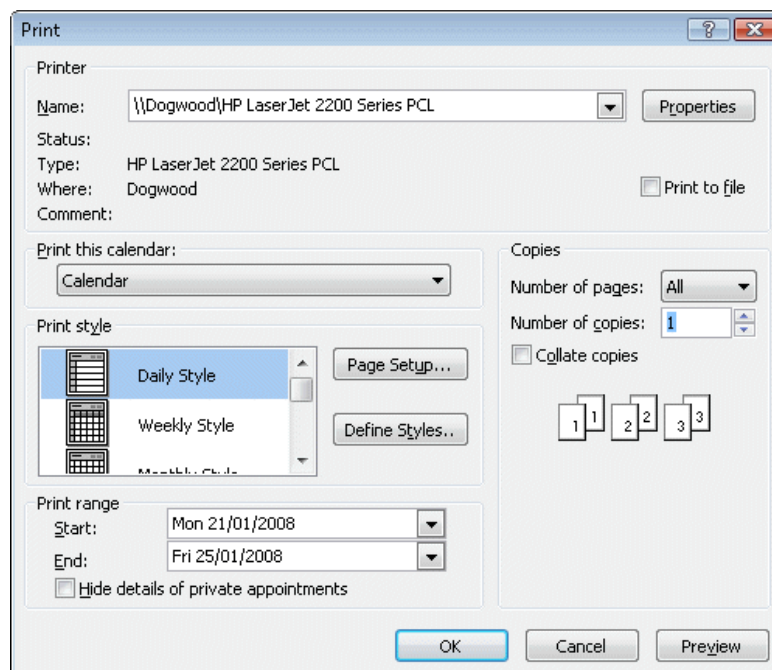
### Guidelines:

Calendar details can be printed to show your appointments at a glance. They can be printed in various ways:

- |                               |   |
|-------------------------------|---|
| <b>Daily Style</b>            | The current day with <b>Task List</b> and <b>Notes</b> .                        |
| <b>Weekly Style</b>           | The current seven day week.   |
| <b>Monthly Style</b>          | The current month.  |
| <b>Trifold Style</b>          | The current day in detail with <b>Task List</b> and the current seven day week. |
| <b>Calendar Details Style</b> | Lists any events in the selected period.  |

### Actions:

1. Within **Calendar** click the **Print** button, , or select **File | Print**.



2. Notice there are options to select which range of dates to print and to hide any appointments marked as **Private**.
3. In the dialog box **Daily Style** will be selected as the default **Print style**. Click **Preview** to view it.
4. Click **Print** within the **Preview** to return to the **Print** dialog box.
5. Click **OK** to print the details.
6. Obtain print previews for the three other views available, then close the **Print** dialog box.

## **Exercise 32 - Revision: Calendar**

1. In **Calendar** take note of your current settings for working hours and time slots so they can be reset later.
2. Change the working hours to **8am - 5pm**, and the time slots to **15** minutes.
3. Create a three hour appointment for next Monday at **9 am**. It is to interview candidates and will take place in the Interview Suite.
4. You should set a reminder for **30** minutes before the appointment.
5. Create an all day event for Friday next week. It is to be a team building exercise at the local army assault course. Complete the relevant details.
6. Make this a recurring event for the same Friday of the month at six month intervals. There is no end date. Mark the time as **Out of Office**.
7. Print your schedule for next week in the **Weekly Style**.
8. Delete both of the appointments set up in this revision. Make sure all occurrences of the Team Building are removed.
9. Restore your settings for working hours and time slots to their previous values.