


Outlook 2002: Core Task Reference List

KEY

Description of task

Exercise reference(s)




3-D effect
 Select the object and click the 3-D Style button  on the Drawing toolbar. Choose a style.




9-11

Summary of recommended procedure

Appointment, delete Select appointment, click Delete  .	2-3	Calendar, print Choose <u>F</u> ile, <u>P</u> rint.	2-10
Appointment, new Display Calendar, click <u>N</u> ew  .	2-2	Categories, assign appointment Display Calendar folder, right-click appointment, choose <u>C</u> ategories from shortcut menu.	6-8
Appointment, open Double-click appointment in Appointments Calendar.	2-3	Categories, assign message Display Inbox, right-click message, choose <u>C</u> ategories from shortcut menu.	6-4
Appointment, print Open appointment, choose <u>F</u> ile, <u>P</u> rint.	2-5	Categories, Master Category List, delete category Choose <u>E</u> dit, <u>C</u> ategories, click <u>M</u> aster Category List, select category, click <u>D</u> elete.	6-5
Appointment, recurring Open or create appointment, click <u>R</u> ecurrence.	2-4	Categories, Master Category List, reset Choose <u>E</u> dit, <u>C</u> ategories, click <u>M</u> aster Category List, click <u>R</u> eset.	6-5
Appointment, save In Appointment form, click <u>S</u> ave and Close button.	2-2	Contact, add e-mail sender Position pointer over address after <u>F</u> rom in either open message or preview pane and right-click.	7-1
Attachment, open Click message attachment icon in open message.	1-10	Contact, create letter from Select contact, choose <u>A</u> ctions, <u>N</u> ew <u>L</u> etter to Contact.	7-11
AutoCorrect, add to list Choose <u>T</u> ools, <u>A</u> utoCorrect Options from Message form menu.	4-2	Contact, link to activity Right-click contact in contact list, choose <u>L</u> ink, <u>I</u> tems from shortcut menu, select folder containing activity, select activity.	7-5
AutoPreview, display Choose <u>V</u> iew, <u>A</u> uto <u>P</u> review from menu.	4-9	Contact, new Display Contacts, click <u>N</u> ew  .	1-6
Calendar, change colors Choose <u>T</u> ools, <u>O</u> ptions, click Preferences tab, click <u>C</u> alendar Options, click down arrow next to <u>B</u> ackground color.	6-6	Contact, print Display Contacts, select contact, choose <u>F</u> ile, <u>P</u> rint.	1-14
Calendar, change font Display Calendar folder, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew, <u>C</u> ustomize Current View, click <u>O</u> ther Settings.	6-6	Contact, save In Contact form, click <u>S</u> ave and Close button.	1-6
Calendar, conditional formats, assign Choose <u>V</u> iew, <u>C</u> urrent View, <u>C</u> ustomize Current View, click <u>A</u> utomatic Formatting, click <u>A</u> dd, key name of rule, click <u>C</u> ondition.	6-7	Contact, track activities Open contact, click <u>A</u> ctivities tab.	7-4
Calendar, conditional formats, delete Choose <u>V</u> iew, <u>C</u> urrent View, <u>C</u> ustomize Current View, click <u>A</u> utomatic Formatting, select rule to delete, click <u>D</u> elete.	6-7	Contacts, categorize Open contact, click <u>C</u> ategories, choose category.	3-5
		Contacts, delete Select contact, click Delete  .	3-4

Contacts, edit	3-1, 3-2	Event, open	2-8
Double-click contact in contact list.		Display date of event, double-click event banner.	
Contacts, link	3-3	Event, print	2-10
Open contact, click <u>C</u> ontacts, select contact, click <u>A</u> pply.		Display day(s) containing the event, choose <u>F</u> ile, <u>P</u> rint.	
Contacts, print	3-13	Event, save	2-7
Select contact, choose <u>F</u> ile, <u>P</u> rint.		In Event form, click <u>S</u> ave and <u>C</u> lose button.	
Contacts, sort by category	3-11	Folder List, close	1-3
Display Contacts folder, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew, <u>B</u> y <u>C</u> ategory		Click folder list Close button  .	
Contacts, sort by field	3-12	Folder List, open	1-3
Display Contacts folder, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew, <u>C</u> ustomize <u>C</u> urrent <u>V</u> iew, click <u>S</u> ort. Select field in <u>S</u> ort items by text box.		Choose <u>V</u> iew, <u>F</u> older <u>L</u> ist.	
Contacts, view	3-10	Folder, create	4-12
Display Contacts folder, press first letter of contact's last name.		Choose <u>E</u> dit, <u>M</u> ove to <u>F</u> older, click <u>N</u> ew.	
Delete, item	1-14	Folder, delete	4-14
Select item to delete, click Delete  .		Display folder list, select folder, click Delete  .	
Deleted items, locate	4-11	Folder, rename	4-13
Display Deleted Items folder, click Icon heading, use vertical scroll bar.		Display folder list, select folder, press F2 , key new folder name.	
Deleted items, retrieve	4-11	Journal, display items	7-6
Display Deleted Items folder, select deleted item, choose <u>E</u> dit, <u>M</u> ove to <u>F</u> older, select folder from folder list.		Display folder list and select Journal folder.	
Distribution list, add members	3-9	Journal, manually record an activity	7-7
Open distribution list, click <u>S</u> elect <u>M</u> embers, select name.		Display Journal folder, click <u>N</u> ew  , specify subject and entry type, click <u>S</u> ave and <u>C</u> lose.	
Distribution list, create	3-7	Journal, print item	7-6
Choose <u>A</u> ctions, <u>N</u> ew <u>D</u> istribution <u>L</u> ist.		Display Journal folder, click plus sign for Entry type, select item, choose <u>F</u> ile, <u>P</u> rint.	
Distribution list, print	3-13	Journal, turn off automatic journaling	7-6
Select distribution list on contact list, choose <u>F</u> ile, <u>P</u> rint.		Choose <u>T</u> ools, <u>O</u> ptions, click <u>J</u> ournal <u>O</u> ptions, deselect all activities and contacts.	
Distribution list, remove members	3-9	Journal, turn on automatic journaling	7-6
Open distribution list, select name, click <u>R</u> emove.		Choose <u>T</u> ools, <u>O</u> ptions, click <u>J</u> ournal <u>O</u> ptions, select activities and contacts to record.	
Distribution list, use	3-8	Meeting, accept	5-4
Open new Message form, click <u>T</u> o, select distribution list name.		Display Inbox folder, open meeting invitation, click <u>A</u> ccept button.	
Event, new	2-7	Meeting, add attendees	5-2
Choose <u>A</u> ctions, <u>N</u> ew <u>A</u> ll <u>D</u> ay <u>E</u> vent.		Display Calendar folder, open meeting, choose <u>A</u> ctions, <u>A</u> dd or <u>R</u> emove <u>A</u> ttendees.	
		Meeting, create from contact	7-9
		Right-click contact, choose <u>N</u> ew <u>M</u> eeting <u>R</u> equest to <u>C</u> ontact.	

Meeting, decline	5-4
Display Inbox folder, open meeting invitation, click D ecline button.	
Meeting, plan	5-1
Display Calendar folder, choose A ctions, P lan a Meeting from menu, click A dd O thers, choose A dd from A dress B ook, select names from contact list.	
Meeting, remove attendees	5-2
Display Calendar folder, open meeting, choose A ctions, A dd or R emove A ttendees, select attendees to remove, click O K, click S ave and C lose button.	
Meeting, send updates	5-2
Display Calendar folder, open meeting, add or remove meeting attendees, click S ave and C lose button.	
Meeting, tentatively accept	5-4
Display Inbox folder, open meeting invitation, click T entative button.	
Message, attach file	1-9
In Message form, click Insert File  , select desired file.	
Message, close	1-8
In Message form, click C lose  .	
Message, format text	1-5
In Message form, click down arrow next to M essage format box, select desired message format.	
Message, format, change	6-1
In Message form, click down arrow next to M essage format, select message format.	
Message, forward	1-11
Select message, click F orward button, key recipient, key any additional text, send message.	
Message, move to new folder	7-3
Select message in Inbox, drag to shortcut icon in Outlook Bar.	
Message, new	1-5
Display Inbox, click N ew button  .	
Message, open	1-8
Display Inbox, double-click message.	

Message, print	1-14
Select message, choose F ile, P rint.	
Message, receive	1-5
Display Inbox, click S end/ R eceive button.	
Message, reply	1-12
Display Inbox, select message, click R eplay button, key text, click S end button.	
Message, send	1-5
In Message form, click S end button.	
Message, template, create	6-11
Change message editor to Outlook, compose message, choose F ile, S ave A , specify file type as Outlook Template (*.oft).	
Message, template, use	6-12
Choose T ools, F orms, C hose F orm, specify User Templates in File System in L ook I n text box, select template.	
Messages, archive	4-15
Choose F ile, A rchive, specify date in A rchive items o lder than text box.	
Messages, change delivery options	4-3
Click O ptions button on Message form toolbar, set delivery options.	
Messages, clear filter	4-9
Choose V iew, C urrent V iew, C ustomize C urrent V iew, click F ilter, click C lear F ilter.	
Messages, delete	4-10
Select message(s), click D elete  .	
Messages, filter	4-9
Choose V iew, C urrent V iew, C ustomize C urrent V iew, click F ilter.	
Messages, find	4-4
Click F ind button, key text to search, click F ind N ow.	
Messages, flag received e-mail	4-3
Open received message, click Message Flag  .	
Messages, flag sent e-mail	4-1
Open Message form, click Message Flag  .	
Messages, restore deleted	4-10
Choose E dit, U ndo D eletion.	
Messages, save in alternate format	6-2
Open message, choose F ile, S ave A s, specify file type.	

Messages, set importance Click Importance: High  or Importance: Low  .	4-3	Notes, print Display Notes folder, choose <u>P</u> rint, <u>F</u> ile.	5-17
Messages, set sensitivity Click Options button on Message form toolbar, set Sensitivity.	4-3	Office File, create Choose <u>F</u> ile, <u>N</u> ew, <u>O</u> ffice <u>D</u> ocument, select desired Office program.	7-12
Messages, sort Click Organize  , click <u>U</u> sing <u>V</u> iews, click <u>C</u> ustomize <u>C</u> urrent <u>V</u> iew, click <u>S</u> ort.	4-8	Office resource, book Display Calendar folder, choose <u>A</u> ctions, <u>P</u> lan a <u>M</u> eeting, click <u>A</u> dd <u>O</u> thers, select Add from <u>A</u> ddress <u>B</u> ook, select resource from contact list.	5-3
Messages, spell check Click Spelling and Grammar button  .	4-2	Outlook Bar, display Choose <u>V</u> iew, <u>O</u> utlook <u>B</u> ar.	1-2
Note, insert as message attachment Click down arrow next to Insert File  , click <u>I</u> tem, select Notes folder, select note.	7-2	Outlook, exit Click Close button  on Outlook title bar.	1-14
Notes, assign to contact Display Notes folder, right-click note, choose <u>F</u> orward.	5-16	Outlook, start Click Start button  , choose <u>P</u> rograms, click <u>O</u> utlook.	1-1
Notes, categorize Right-click note, choose <u>C</u> ategories.	5-17	Preview pane, display Choose <u>V</u> iew, <u>P</u> review <u>P</u> ane from menu.	4-9
Notes, change color Display Notes folder, right-click note, choose <u>C</u> olor from shortcut menu.	6-9	Signature, create Choose <u>T</u> ools, <u>O</u> ptions, click Mail Format tab, click <u>S</u> ignatures.	4-5
Notes, change default color Choose <u>T</u> ools, <u>O</u> ptions, click Preferences tab, click <u>N</u> ote <u>O</u> ptions, click down arrow next to <u>C</u> olor.	6-9	Signature, delete Choose <u>T</u> ools, <u>O</u> ptions, click Mail Format tab, click <u>S</u> ignatures, select signature, click <u>R</u> emove.	4-7
Notes, change default font Choose <u>T</u> ools, <u>O</u> ptions, click Preferences tab, click <u>N</u> ote <u>O</u> ptions, click <u>F</u> ont.	6-9	Signature, discontinue Choose <u>T</u> ools, <u>O</u> ptions, click Mail Format tab, select <None> in Signature for <u>n</u> ew messages.	4-7
Notes, change view Display Notes folder, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew.	5-15	Signature, edit Choose <u>T</u> ools, <u>O</u> ptions, click Mail Format tab, click <u>S</u> ignatures, click <u>E</u> dit.	4-6
Notes, create Display Notes folder, click <u>N</u> ew  .	5-13	Task list, change fields Display Task folder, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew, <u>C</u> ustomize <u>C</u> urrent <u>V</u> iew, click <u>F</u> ields.	5-9
Notes, display preview pane Display Notes folder, choose <u>V</u> iew, <u>P</u> review <u>P</u> ane.	5-15	Task list, change view Display Tasks folder, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew.	5-9
Notes, edit Display Notes folder, double-click note.	5-14	Task list, display preview pane Display Tasks folder, choose <u>V</u> iew, <u>P</u> review <u>P</u> ane.	5-9
Notes, link to contact Open note, click note icon, choose <u>C</u> ontacts from drop-down menu.	5-16	Task list, organize Display Tasks folder, click Organize  .	5-10

Task list, print	5-12	Task, delegate	5-8
Display Tasks folder, choose <u>P</u> rint, <u>F</u> ile.		Display Inbox folder, open task request, click <u>A</u> ssign <u>T</u> ask button.	
Task list, sort	5-12	Task, delete	2-12
Display Tasks folder, click column heading of field to sort.		Select task in task list and click Delete  .	
Task, accept	5-7	Task, link with contact	5-11
Display Inbox folder, open task request, click <u>A</u> ccept button.		Create new task or open existing task, click <u>C</u> ontact, select contact.	
Task, assign existing	5-6	Task, open	2-12
Display Tasks folder, open task, click <u>A</u> ssign <u>T</u> ask button.		Double-click task in task list.	
Task, assign new	5-5	Task, print	2-15
Display Tasks folder, click down arrow next to <u>N</u> ew  , choose <u>T</u> ask <u>R</u> quest.		Select task, choose <u>F</u> ile, <u>P</u> rint.	
Task, categorize	5-10	Task, recurring	2-14
Right-click task, choose <u>C</u> ategories.		Open new or existing task, click <u>R</u> ecurrence button.	
Task, create	2-11	Task, set status	5-11
Display Tasks folder, key task in <u>C</u> lick here to add a new <u>T</u> ask box.		Open task, set <u>S</u> tatus option on Task form.	
Task, create from a Calendar appointment	7-10	Task, update	2-13
Select appointment, drag left move handle to TaskPad.		Open task, change <u>S</u> tatus option.	
Task, create from a contact	7-8	Tasks, change color	6-10
Select contact, drag to Tasks  in Outlook Bar.		Choose <u>T</u> ools, <u>O</u> ptions, click Preferences tab, click <u>T</u> ask <u>O</u> ptions, change color for task type.	
Task, decline	5-8	Tasks, change font	6-10
Display Inbox folder, open task request, click <u>D</u> ecline button.		Display task list, choose <u>V</u> iew, <u>C</u> urrent <u>V</u> iew, <u>C</u> ustomize <u>C</u> urrent <u>V</u> iew, click <u>A</u> utomatic <u>F</u> ormatting, select task type, click <u>F</u> ont.	