

# Outlook 2003 Level 2 – Calendar, Contacts & Tasks

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## Performance-Based Objectives

**Upon successful completion of this course, students will be able to:**

- Customize the calendar by setting various calendar options.
- Schedule appointments.
- Schedule meetings.
- Manage contacts and contact information.
- Use contacts to share, link, and communicate information.
- Create and edit tasks.
- Assign and track tasks.
- Create and edit notes.
- Customize the Outlook environment.