

Sheet1

ID,N,	PAREINDITY	CLIP	RETITLE,C,40	TIMEIN,C,11	TIMEOUT,C,11	WORDSIN,C,75
1	0	1	0			Introduction
2	1	1	1			Uses of Outlook
3	2	1	2	257	1	00:01:01:00 00:01:40:00 Hi, my name
4	2	2	2	258	1	00:01:40:00 00:02:28:00 Outlook is in fact
5	1	2	1			Open Outlook
6	5	1	2	257	1	00:02:28:00 00:02:52:00 along the way
7	5	2	2	259	1	00:02:52:00 00:03:36:00 click the start
8	1	3	1			Outlook Window
9	8	1	2	259	1	00:03:36:00 00:05:03:00 when outlook opens
10	1	4	1			Inbox
11	10	1	2	259	1	00:05:03:00 00:06:26:00 let's go back
12	1	5	1			Navigating in Outlook
13	12	1	2	259	1	00:06:26:00 00:08:25:00 next in the
14	1	6	1			Calendar View
15	14	1	2	259	1	00:08:25:00 00:10:16:00 now whenever
16	14	2	2	257	1	00:10:16:00 00:10:58:00 so now you have
17	0	2	0			Outlook Items
18	17	1	1			Open an Item
19	18	1	2	257	1	00:11:10:00 00:11:35:00 outlook is a
20	18	2	2	259	1	00:11:45:00 00:12:08:00 when I click
21	17	2	1			Item Form
22	21	1	2	259	1	00:12:08:00 00:13:12:00 a contact item
23	17	3	1			New Field
24	23	1	2	259	1	00:13:12:00 00:13:46:00 and if there isn't
25	17	4	1			Notes Field
26	25	1	2	259	1	00:13:46:00 00:16:11:00 however you have
27	17	5	1			Insert Item
28	27	1	2	259	1	00:16:11:00 00:17:26:00 the final thing
29	17	6	1			New Item
30	29	1	2	259	1	00:17:26:00 00:18:12:00 now we started
31	29	2	2	257	1	00:18:12:00 00:18:34:00 so you've learned
32	0	3	0			The View Menu
33	32	1	1			Overview
34	33	1	2	257	1	00:18:47:00 00:19:07:00 I hope that
35	33	2	2	258	1	00:19:07:00 00:19:31:00 the veiw menu
36	32	2	1			View Types
37	36	1	2	259	1	00:19:31:00 00:23:05:00 in our contacts
38	32	3	1			Customize Current View
39	38	1	2	259	1	00:23:05:00 00:26:10:00 so the view menu
40	32	4	1			Filter
41	40	1	2	259	1	00:26:10:00 00:27:35:00 we can also
43	32	5	1			Fields
44	43	1	2	259	1	00:27:35:00 00:29:41:00 one more visit
45	32	6	1			Clear All
46	45	1	2	259	1	00:29:41:00 00:31:12:00 now you'll notice
47	32	7	1			Size and Reorder Fields
48	47	1	2	259	1	00:31:12:00 00:33:42:00 however, these fields
49	32	8	1			Sort by Fields

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50	49	1	2	259	1	00:33:42:00	00:37:03:00	you can also
51	49	2	2	257	1	00:37:03:00	00:37:24:00	our tour of the
52	0	4	0					Data Organization
53	52	1	1					Categories
54	53	1	2	257	1	00:37:36:00	00:38:12:00	as the amount
55	53	2	2	259	1	00:38:12:00	00:40:09:00	in our contacts folder
56	52	2	1					New Categories
57	56	1	2	259	1	00:40:09:00	00:41:12:00	now most of these
58	52	3	1					Assigning Categories
59	58	1	2	259	1	00:41:12:00	00:42:01:00	Paula now belongs
60	52	4	1					Multiple Assignments
61	60	1	2	259	1	00:42:01:00	00:43:47:00	notice when
62	52	5	1					Organize Using Views
63	62	1	2	259	1	00:43:47:00	00:45:22:00	so as your
64	52	6	1					Organize Using Folders
65	64	1	2	259	1	00:45:22:00	00:48:12:00	now there's one
66	52	7	1					Define View
67	66	1	2	259	1	00:48:12:00	00:49:25:00	so if your
68	66	2	2	257	1	00:49:05:00	00:49:28:00	and then we can
69	66	3	2	259	1	00:49:28:00	00:51:15:00	to create a
70	52	8	1					Advanced Filter
71	70	1	2	259	1	00:51:15:00	00:53:59:00	and then we need
72	70	2	2	257	1	00:53:59:00	00:54:21:00	so outlook has
73	0	5	0					Printing
74	73	1	1					Printing Items
75	74	1	2	257	1	00:54:29:00	00:54:48:00	outlook has
76	74	2	2	259	1	00:54:48:00	00:56:06:00	here in our
77	73	2	1					Print View
78	77	1	2	259	1	00:56:06:00	00:57:34:00	if you want to
79	73	3	1					Page Setup
80	79	1	2	259	1	00:57:34:00	00:58:50:00	in the print preview
81	79	2	2	257	1	00:58:50:00	00:59:03:00	outlook does
82	0	6	0					Contacts Folder
83	82	1	1					Find Contacts
84	83	1	2	257	1	00:01:00:00	00:01:17:00	when people
85	83	2	2	259	1	00:01:18:00	00:02:48:00	the contacts folder
86	82	2	1					New Contact
87	86	1	2	259	1	00:02:48:00	00:04:24:00	to create a
88	82	3	1					Telephone Numbers
89	88	1	2	259	1	00:04:24:00	00:06:07:00	then we can
90	82	4	1					Addresses
91	90	1	2	259	1	00:06:07:00	00:07:15:00	once you've entered
92	82	5	1					Fields
93	92	1	2	259	1	00:07:15:00	00:10:00:00	then we came to
94	82	6	1					Distribution List
95	94	1	2	259	1	00:10:00:00	00:12:24:00	now a second
96	82	7	1					Actions Menu
97	96	1	2	257	1	00:12:24:00	00:12:46:00	so creating
98	96	2	2	259	1	00:12:46:00	00:15:44:00	let's say we want

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99	82	8	1		Personal Menus			
100	99	1	2	259	1	00:16:30:00	00:17:24:00	now this concept
101	99	2	2	257	1	00:17:24:00	00:17:41:00	you've now begun
102	0	7	0		Tasks			
103	102	1	1		Add New Task			
104	103	1	2	257	1	00:17:49:00	00:18:09:00	How do you
105	103	2	2	259	1	00:18:09:00	00:19:04:00	the tasks list
106	102	2	1		Task Views			
107	106	1	2	259	1	00:19:04:00	00:20:21:00	as your task list
108	102	3	1		Task Form			
109	108	1	2	259	1	00:20:21:00	00:22:18:00	so far we've
110	102	4	1		Contents and Categories			
111	110	1	2	259	1	00:22:19:00	00:23:14:00	we can link this task
112	102	5	1		Detailed List			
113	112	1	2	259	1	00:23:14:00	00:23:55:00	when you're finished
114	102	6	1		Timeline			
115	114	1	2	259	1	00:23:55:00	00:24:15:00	there's an additional
116	102	7	1		Recurrence			
117	116	1	2	259	1	00:24:15:00	00:25:45:00	same tasks need
118	102	8	1		View by Category			
119	118	1	2	259	1	00:25:45:00	00:26:27:00	now let's return
120	118	2	2	257	1	00:26:27:00	00:26:41:00	so now you've seen
121	0	8	0		Calendaring			
122	121	1	1		Calendar Views			
123	122	1	2	257	1	00:27:00:00	00:27:27:00	another important
124	122	2	2	259	1	00:27:20:00	00:28:08:00	click on Microsoft
125	121	2	1		Date Navigator			
126	125	1	2	259	1	00:28:08:00	00:29:49:00	Now in a week
127	121	3	1		Create Appointment			
128	127	1	2	259	1	00:29:49:00	00:32:11:00	now we'll return
129	121	4	1		Create Event			
130	129	1	2	259	1	00:32:11:00	00:33:37:00	now you can hold
131	121	5	1		Recurring Event			
132	131	1	2	259	1	00:33:37:00	00:35:13:00	the final type
133	121	6	1		Categories and Calendar			
134	133	1	2	259	1	00:35:13:00	00:37:15:00	now the other
135	133	2	2	257	1	00:37:15:00	00:38:19:00	I think you'll
136	0	9	0		New Mail			
137	136	1	1		Inbox			
138	137	1	2	257	1	00:38:30:00	00:38:57:00	outlook also
139	137	2	2	259	1	00:38:57:00	00:41:30:00	look at that
140	136	2	1		Reply			
141	140	1	2	259	1	00:41:30:00	00:42:39:00	now if you're
142	136	3	1		Forward			
143	142	1	2	259	1	00:42:39:00	00:43:48:00	Bill has also
144	136	4	1		Flag			
145	144	1	2	259	1	00:43:48:00	00:44:32:00	so you've learned new
146	136	5	1		New Message			
147	146	1	2	259	1	00:44:32:00	00:46:58:00	now to create

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148	136	6	1		Using Contacts			
149	148	1	2	257	1	00:46:58:00	00:47:14:00	as you become
150	148	2	2	259	1	00:47:14:00	00:48:49:00	you can create
151	136	7	1		Send / Receive			
152	151	1	2	259	1	00:48:49:00	00:49:34:00	now if you were
153	136	8	1		Organize Email			
154	153	1	2	259	1	00:49:34:00	00:51:11:00	as you send
155	153	2	2	257	1	00:51:11:00	00:51:29:00	there's no replacement
156	0	10	0		Help			
157	156	1	1		Office Assistant			
158	157	1	2	257	1	00:51:40:00	00:52:01:00	Outlook is
159	157	2	2	259	1	00:52:01:00	00:53:40:00	when you press
160	156	2	1		Customize Assistant			
161	160	1	2	259	1	00:53:40:00	00:54:40:00	Now you can
162	156	3	1		Office on the Web			
163	162	1	2	259	1	00:54:40:00	00:55:26:00	now microsoft outlook
164	162	2	2	257	1	00:55:26:00	00:55:44:00	so there's lot's

WORDSOUT,C,75 FILENAME,C,40

organize my life with Microsoft Outlook	H0001 C0001
from the Start Menu and click ok	H0002 M0001
progress in outlook	M0002
the entire message	M0003
more productive view	M0004
in more detail on the view menu	M0005 H0003
with Outlook items a separate window	H0004 M0006
particular contact	M0007
creating new fields	M0008
our outlook database	M0009
now been saved	M0010
click save and close other outlook items	M0011 H0005
look at now seeing it now	H0006 C0002
on the group heading	M0012
information about	M0013
we'd forgotten	M0014
I'd like to see	M0015
and file as	M0016
and reorder the fields	M0017

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on the shortcut menu that view menu	M0018 H0007
create sub folders to clear the check boxes	H0008 M0019
click the checkbox	M0020
save those changes	M0021
right hand corner	M0022
and work with them	M0023
inactive clients folder	M0024
Clicking the x button that data quickly add it, click ok	M0025 H0009 M0026
pre-defined view your outlook database	M0027 H0010
the print button and you can print	H0011 M0028
you will zoom out	M0029
to the printer your planner again	M0030 H0012
and more our contacts view	H0013 M0031
last name, first name	M0032
four at a time	M0033
this is the mail address	M0034
is showing up	M0035
you've finished, save it	M0036
the actions menu explore a web page	H0014 M0037

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every time you click M0038
quickly and easily H0015

more effciently H0016
task is created M0039

to our simple list M0040

as well as printed form M0041

and other information M0042

of the list M0043

on what days M0044

cick save and close M0045

your organization M0046
strings on our finger H0017

of these events H0018
your task folder M0047

on your calendar M0048

on our calendar ... volia M0049

and anniversaries appear M0050

end of the summer M0051

in your calendar M0052
very important date H0019

of your taskbar H0020
up to date M0053

let's click close M0054

and click send M0055

for follow up M0056

on it's way M0057

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your incoming mail H0021
will receive this message M0058

sent so far M0059

into those subfolders M0060
in the future H0022

open up to you H0023
desk, while you work M0061

click OK and it's yours M0062

little more secure M0063
you press F1 H0024