

Sheet1

ID,N,1	PAREIND,1	ITYCLIP,1	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

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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	M0018
that view menu	H0007
create sub folders	H0008
to clear the check boxes	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	M0025
that data quickly	H0009
add it, click ok	M0026
pre-defined view	M0027
your outlook database	H0010
the print button	H0011
and you can print	M0028
you will zoom out	M0029
to the printer	M0030
your planner again	H0012
and more	H0013
our contacts view	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	H0014
explore a web page	M0037

every time you click quickly and easily	M0038 H0015
more effciently task is created	H0016 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 strings on our finger	M0046 H0017
of these events your task folder	H0018 M0047
on your calendar	M0048
on our calendar ... volia	M0049
and anniversaries appear	M0050
end of the summer	M0051
in your calendar very important date	M0052 H0019
of your taskbar up to date	H0020 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