Table of Contents

<u>Preface</u>	1
Chapter 1: The Calendar Folder	5
A Meetings Schedule	5
Creating the Calendar View	6
What Just Happened?	7
A Record of Goods or Services	8
Creating the Calendar View	10
What Just Happened?	11
How to Use This View	12
A Staff Leave Calendar	15
Creating the Calendar View	18
What Just Happened?	20
A Staff Leave Calendar—Daily View by Department	25
Creating the Calendar View	25
What Just Happened?	26
A Staff Leave Calendar—Sick Leave View	27
Creating the Calendar View	28
What Just Happened?	28
A Calendar View that Records Conference Costs	29
Creating the Calendar View	30
What Just Happened?	31
A Calendar View that Records Your Expenses	32
Creating the Calendar View	33
What Just Happened?	34
A To Do List for Calendar Items	36
Creating the Calendar View	36
What Just Happened?	38
Summary	40

Chapter 2: The Contacts Folder	41
A Distribution Lists View	41
Creating the Contacts View	42
What Just Happened?	42
A View of Suppliers of Goods or Services	43
Creating the Contacts View	43
What Just Happened?	44
Creating Views of Staff Data	46
A Length of Service and Leave Entitlement View	47
Creating the Contacts View	47
What Just Happened?	48
Adding Details of Company Vehicles	49
A Contacts Folder for Company Vehicles	50
Creating the Contacts View	50
What Just Happened?	51
Summary	56
Chapter 3: The Tasks Folder	57
Customizing Tasks Folder Views	59
The Assigned to Me View	60
The Assigned by Me View	62
Tasks Assigned by Me View	62
The My Tasks View	64
Creating the View	64
What Just Happened?	64
Number of Days Left to Complete a Task	66
Creating the Task	66
Linking Tasks to Contacts	67
Completed Assigned Tasks	68
Creating Tasks for a Workshop	68
What Just Happened?	69
Completed Tasks	70
The Completed Repairs View	70
What Just Happened?	71
Filtering the View of Completed Repairs	73
The Completion Time Analysis View	74
What Just Happened?	76

	Table of Contents
Separate Tasks Folders	79
A Tasks To Do List	80
What Just Happened?	80
Reusable Tasks	83
Meetings Checklist	83
Induction Checklist	85
Summary	86
Chapter 4: Whole Solutions	87
Our Company Solution	87
Meeting Room Management	87
Creating a Meeting Rooms View	90
Creating the Meeting Room Calendar View	91
What Just Happened?	92
Invoicing Meeting Room Bookings	96
Creating the Appointment Form	97
What Just Happened?	99
Meeting Room Maintenance	102
Using the Meeting Room Solution	103
Invoicing Room Bookings	106
Creating the Calendar View for Bookings and Invoices	106
What Just Happened?	107
Sales	107
Creating the Orders Mail Folder	109
What Just Happened?	111
Our School Solution	114
Creating the Students Contacts Folders	115
What Just Happened?	116
Creating the Subjects Contacts Folder	117
What Just Happened?	118
Creating the Teachers Contacts Folder	119
What Just Happened?	119
Creating the Classrooms Contacts Folder	120
What Just Happened?	121
Assigning the Classes Calendar Folders	122
Creating the Assignments Tasks Folder	126
What Just Happened?	127
Creating the Journal Reports Folder	129
What Just Happened?	130

Table of Contents

Creating the Notes Folder	131
Summary	132
Index	133