

LESSON

2

Key Terms

Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

◀ See page TM36 for
English Learner activity
suggestions.

Key Term	Definition	Page Number
Appointment	A scheduled activity that lasts a fixed amount of time. You do not invite others to appointments.	348
Appointment area	The middle region of the Calendar that displays the Day, Week, Work Week, or Month views of the Calendar.	347
Assign	To give ownership of a task to another person when a task is created.	359
Attendee	A person asked to attend a meeting.	350
Calendar	Part of Outlook that you use to schedule meetings and appointments.	347
Date Navigator	A small calendar at the top of the Navigation pane that displays one month at a time. Provides a quick way to view dates.	347
Day view	Calendar view that displays a single day.	347
Delegate	To redirect a task for another person to complete.	360
Event	A scheduled activity that lasts at least 24 hours. You do not invite others to events.	349
Meeting	A scheduled activity to which you invite others.	350
Meeting Request	An e-mail that invites individuals to attend a meeting.	350
Month view	Calendar view that displays an entire month.	347
Resources	Items, such as an overhead projector, that are used in meetings.	351
Task	A duty or assignment that you want to track until it is completed.	357
Task list	The group of tasks that appears in the Tasks folder.	357
Tentative	A button you click if you are not sure if you can attend a meeting.	353
Week view	Calendar view that displays all seven days of the week.	347
Work Week view	Calendar view that displays the five days of the work week (Monday through Friday). Can be adjusted to show an individual's own work days and times.	347

Tech Tip

To quickly access the schedule for a given date, click the date you need to view on the **Date Navigator**.