

# USE-CASE SCENARIO WBT - TIME- AND SELF-MANAGEMENT

## WHAT DOES THIS COURSE OFFER YOU?

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**Learning time:** 3,25 h  
**Languages:** German, English

## Summary

Chapter	Section	Nuggets	
Using tasks One Notes	Using tasks in OneNote	Creating tasks in OneNote	
		Sending tasks to Outlook	
		Overview of tagged tasks	
		Finding tasks in Outlook	
	Managing task in outlook	View Outlook tasks in task lists	
		Assign tasks	
		Creating a new task	
		Sending a task to OneNote	
	Checking the status of delegated tasks	Email notification of acceptance of the task	
		Viewing a delegated task	
		Viewing the status of a delegated task	
		Inserting a column with the status of the task	
Working with completed tasks in OneNote	Updating the results		
	Marking tasks as completed		
	Showing incomplete tasks		
Working efficiently in Outlook	Working with categories	Creating a new category	
		Categorizing emails	
		Deleting categories from the catalog	
		Modifying an existing category	
		Deleting categories from the catalog	
	Using rules efficiently	Creating a rule based on an email	
		Creating a rule based on an email	
		Automatically formatting Outlook items	
	Using QuickSteps	Creating the Quick Step "Team Email"	
		Creating a new Quick Step	
		Editing a Quick Step	
	Using templates in Outlook	Creating a Quick Step for a meeting	
		Saving an email as a template	
		Opening an email template locally	
	Less work with Quick Parts	Pinning a template to the jump list	
		Creating a Quick Part	
		Inserting a Quick Part	
	Efficiently using views and searching in Outlook	Searching and finding	Creating a Quick Table
Searching emails of a specific person			
Searching emails with a specific subject			
Changing a search location			
Using search folders		Searching using Advanced search	
		Displaying unread messages using the search folder	
		Filtering emails from a person using search folders	
		Adding Outlook folders to the favorites	
Using the conversation view		Deleting search folders	
		Grouping emails with the conversation view	
		Expanding the selected conversation automatically	
Using the people pane		Cleaning up a conversation	
		Show and hide people pane	
		Displaying items of a person in the people pane	
Introduction to mobile work		Mobile access to Outlook-Exchange	Switching the display in the people pane
			Setting up an Exchange Account on iOS
			Setting up an Exchange Account on Android
			Setting up an Exchange Account on Windows
	Using Outlook-Exchange via browser		
	Opening a Shared Calendar using the browser		
	Mobile access to data	Open Shared Mailbox using Browser	
		Setting up OneDrive App for Windows	
		Setting up OneDrive App for iOS	
		Setting up OneDrive App on Android	

		Accessing file in a mobile way and editing it
<b>4 Chapters</b>	<b>15 Sections</b>	<b>57 Nuggets</b>