

## The Outlook Calendar

Sure you know how to display a single day, a week, or a month in the calendar,. But ... do you know these cool alternatives?

### Displaying Consecutive Dates

- You can use a keyboard shortcut to modify the number of days visible in the Calendar.
- Press **Alt** and a number between 1 and 10. The number determines how many days will be displayed. If you press **Alt** and the number 4, you will see 4 consecutive days on your calendar, starting with the date that is selected in the Date Navigator.
- For this feature to work, you must use the number keys on the keyboard, not the numeric keypad.

### Displaying the Current Week and Month

- To display the current week, press **Alt** plus the minus sign on the keyboard.
- To display the current month, press **Alt** plus the equal sign on the keyboard.

### Displaying Non-Consecutive Dates

- By default, the Calendar displays dates consecutively in week or month view.
- Sometimes it's handy to see several non-consecutive dates at a glance.
- For example, if you met with the same person on February 12, 14 and 21, you might want to view those dates in a single pane. That way you'd have easy access to meeting summaries, attachments and lists of attendees.
- To view non-consecutive dates, in the Date Navigator (the small calendar that displays the current month), click the first date you want to view and then hold down the **Ctrl** key while you click on the other dates you want to view. (To de-select a date, hold **Ctrl** and click it again.)
- You can display up to 14 non-consecutive days.

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