

## PC Tip of the Week: Customize the To-Do Bar in Outlook 2007

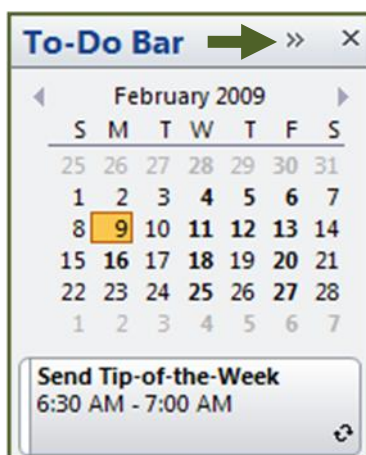
The **To-Do Bar** is a useful Outlook feature (*View > To-Do Bar > Normal*); doing some customizing may make it even more effective for you.

Click **View** menu > **To-Do Bar** > **Options** to open the *Options* dialog box.



- To change how many months of the calendar to display and how many appointments to list, change the numbers shown in the white boxes.
  - Space is limited to the size of your monitor; experiment to see what works best for you.
  - Outlook accommodates your selections; you may need to scroll to display all your choices.
- To remove an unwanted feature from the To-Do Bar view, uncheck any of the three boxes.
- To relocate an item on the To-Do list, use **drag and drop**.
  - Click an item and begin to drag it toward a new location.
  - Watch for the horizontal line that moves with the mouse pointer showing exactly where it will be dropped when the mouse button is released.

**NOTE:** Using the **Minimized** view for the To-Do Bar saves screen space when reading e-mail in the Reading Pane or working in the Calendar, Contacts, etc.



**Click the double-arrow icon to toggle between displaying and hiding your To-Do Bar as needed.**



### Computer Term of the Week

**netbook:** portable computing device, similar to a notebook, with a smaller form and limited features; typically has a small display (7 to 10 inches) and weighs under 3 pounds; has built-in Wi-Fi, Ethernet, USB ports, and slots for flash memory cards, but does not have a CD or DVD drive.

### Keyboard Shortcut of the Week

**Ctrl + Shift + I** displays the Inbox in Outlook; **Ctrl + Shift + O** displays the Outbox.