

# Chapter 5: Calendar Overview

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For review purposes, the Calendar program can be opened in any one of the following ways:

1. Press or slide the **On/Off button** at the top of the device, choose **Start > Calendar**.  
*or*
2. Press or slide the **On/Off button** at the top of the device and then **tap** the **Calendar** icon in the lower left corner of the Today screen.  
*or*
3. For devices that have a Calendar button, press the **Calendar Button**. [*The Calendar button is located at the bottom of the device on the 535 PDA/GPS model.*]

When the Calendar program opens, it will display one of five possible calendar views:

- **Agenda** – provides a quick summary of all of your scheduled appointments for a particular day
- **Day** – provides a day-at-a-glance view of your day
- **Week** – provides a week-at-a-glance view
- **Month** – provides a month-at-a-glance view
- **Year** – provides a year-at-a-glance view

To move from one view to the next, simply tap on the view reference in the bottom left corner of the screen (e.g., Day, Week).

**\*\* Important Note:** The view reference displayed in the lower left corner tells you what view will appear **next** if you tap the reference; **it is not the current view**.



View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Overview Introduction**

## Calendar Agenda View

Figure 5-1 shows the WM5 Calendar Agenda view, which displays a summary of the appointments scheduled for the day selected. There are many visual cues that can be used to remember the layout of the Agenda view, such as the month, day, and year in the upper left corner of the screen or the first letter of the days of the week to the right of the date.

Figure 5-2 shows the Calendar Agenda view in Windows Mobile 6. Note the only difference in the Agenda view is that WM6 includes the times of the day at the top of the screen and scheduled times as blocks along the timeline. The Calendar Agenda view is best used to see a summary of your entire day. Notice that all appointments for the day are listed one after the other in time order.

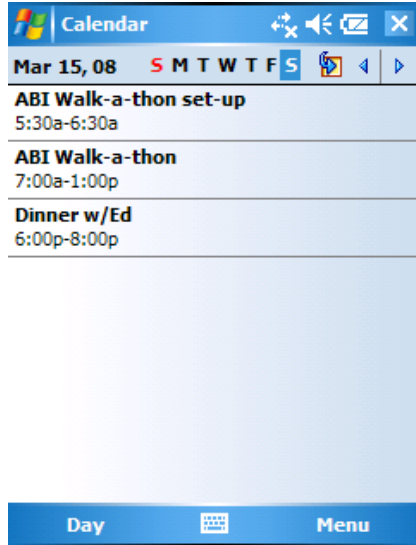


Figure 5-1: WM5 Calendar Agenda View

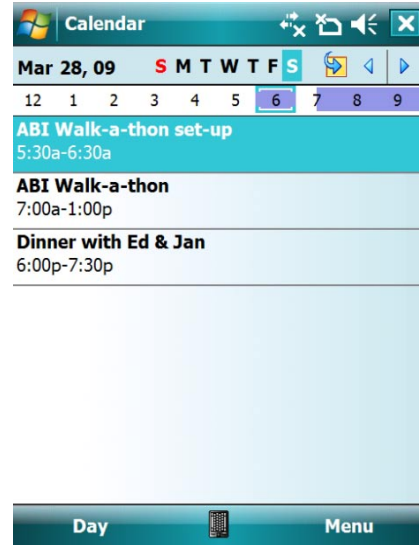


Figure 5-2: WM6 Calendar Agenda View

You may notice that Figure 5-2 has a different-looking input device visible in the bottom middle of the screen. The SPB Keyboard is designed as a screen-wide finger-friendly keyboard. The keyboard works like a traditional keyboard. However, rather than using a stylus, the keyboard is large enough to be used by tapping the desired keys with your fingertips.

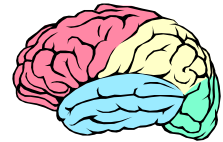


View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Agenda View**

## Making Cognitive Connections 5-1

- Attention to detail
- Visual organization
- Memory cues



The previous Making Cognitive Connections exercises involved attention to detail. This exercise builds on attention to detail by exploring the power of visual organization. Notice key details about the Agenda view, such as the date in the upper left portion of the screen (e.g., Mar 15, 08), the word Day in the lower-left portion of the screen, etc.

Carefully review the Agenda screen displayed in Figure 5-1 and/or 5-2 and answer the following questions:

1. List as many details as you can identify about the Agenda screen (i.e., what is on the screen).

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2. Identify key components of the Agenda screen's visual layout (i.e., where items are located on the screen; what's in the center of the screen, etc.).

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3. Identify several memory cues you will use to remember the overall layout of the Agenda screen.

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## Calendar Day View

The Calendar Day view displays every hour of the day and any scheduled appointments. Figure 5-3 shows the Calendar Day view. Some of the visual cues to remember the Day view are the horizontal lines associated with the hours of the day and the date in the upper left corner of the screen.

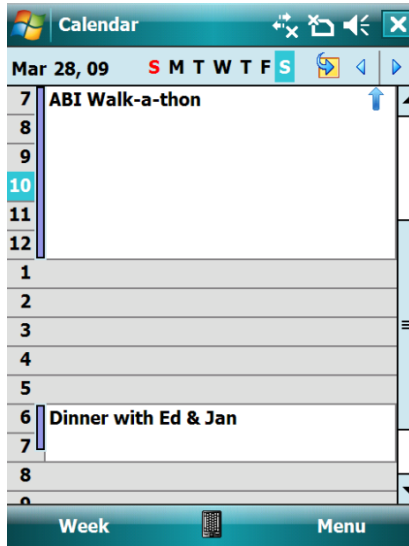


Figure 5-3: Calendar Day View

The Calendar Day view is best used to see daily appointments. Notice that all appointments for the day do not show up as a summary on the screen. Instead, each appointment is associated with its time block on the screen. In addition, blue up or down arrows indicate appointments that aren't visible on the screen. In the example above, the blue up arrow indicates there is an appointment scheduled prior to 7:00AM. The scroll bar on the right side can be used to navigate up or down.

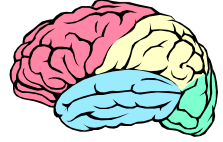
The time block representing a scheduled appointment includes a blue line on the far left edge of the appointment block. The blue line indicates the duration of the scheduled appointment. There may be occasions when the blue duration line is smaller than the white space used to show the scheduled time block. Figure 5-3 above shows an appointment duration line from 6:00PM to 7:30PM for the Dinner with Ed & Jan appointment, even though the white space used displays from 6:00PM-8:00PM.



View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Day View**

## Making Cognitive Connections 5-2



- Attention to detail
- Visual organization
- Memory
- Similarities & differences

Notice key details about the Day view, such as the date in the upper left portion of the screen (e.g., Mar 28, 09), the word Week in the lower-left portion of the screen, etc.

Carefully review the Day screen displayed in Figure 5-3 and answer the following questions:

1. Identify key components of the Day screen's visual layout (i.e., where items are located on the screen; what's in the center of the screen, etc.).

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2. Identify any similarities and/or differences between the Agenda view and the Day view (e.g., both views have the date in the upper left portion of the screen).

Similarities: \_\_\_\_\_

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Differences: \_\_\_\_\_

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3. Identify several memory cues you will use to remember the overall layout of the Day screen.

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## Calendar Week View

The Calendar Week view displays every hour for Monday through Friday (default) and uses solid blue boxes to indicate scheduled appointments. Figure 5-4 shows the Calendar Week view modified to show all 7 days of the week. The steps to make this modification will be discussed later.

There are several ways to distinguish the Week view screen from the Agenda and Day screens, such as the month and year in the upper left corner of the screen, the vertical lines associated with the date of the week, etc.

The Calendar Week view is best used to see a summary of your entire week. Notice that the Week view displays scheduled time blocks. This view provides a quick and easy way to determine if you are available on a particular day at a particular time.

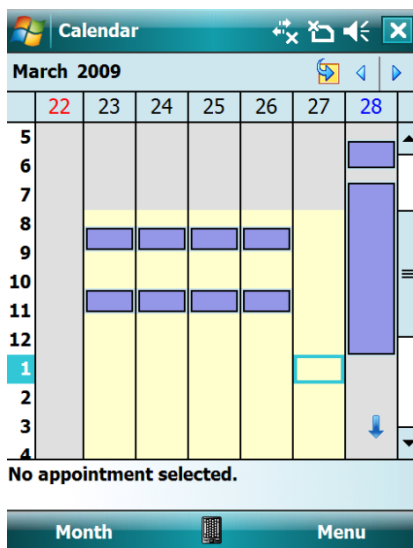


Figure 5-4: WM6 Calendar Week View

The appointment description can be displayed on the screen from the week view by tapping the solid blue box that represents the desired appointment.

Figure 5-5 shows the selected appointment information in the upper portion of the Calendar screen in Windows Mobile 5. As a reminder, the blue arrows pointing up in Figure 5-5 indicate that there are other appointments for those days prior to the earliest time displayed, in this case prior to 11AM.

Figure 5-6 displays Calendar Week view in Windows Mobile 6. Notice the only difference is in the location of the appointment description. Down pointing blue arrows as shown in Figure 5-6 indicate appointments scheduled after the last time displayed (e.g., 4:00 PM).

In Figure 5-6, note that the blue outline (i.e., Friday 1:00 PM to 2:00 PM) is not associated with a specific appointment (i.e., No appointment selected.); it simply represents the selected area of the screen.

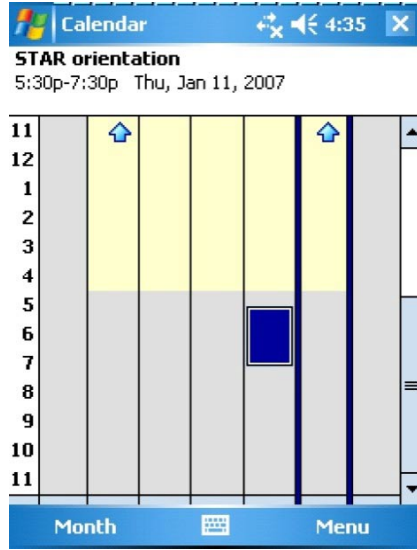


Figure 5-5: WM5 Calendar Week View with Appointment Topic Visible

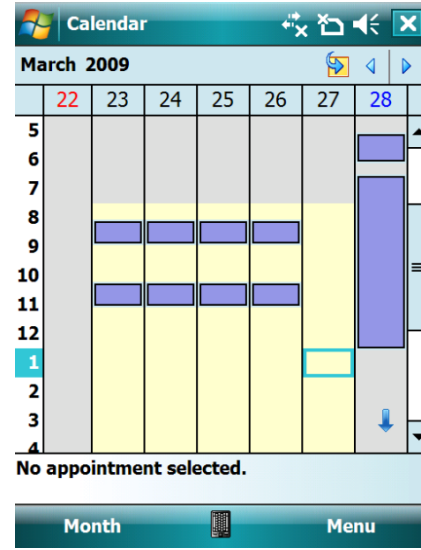


Figure 5-6: WM6 Calendar Week View

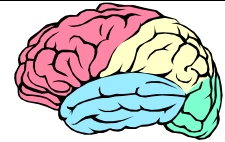


View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Week View**

### Making Cognitive Connections 5-3

- Attention to detail
- Visual organization
- Memory



Notice key details about the Week view, such as the month and year in the upper left portion of the screen (e.g., March, 2009), the word Month in the lower-left portion of the screen, etc.

Carefully review the Week screen displayed in Figures 5-5 & 5-6 and answer the following questions:

1. Identify key components of the Week screen's visual layout (i.e., where items are located on the screen; what's in the center of the screen, etc.).

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2. Identify any similarities and/or differences between the Day view and the Week view (e.g., the Day view has the date in the upper left portion of the screen vs. the Week view displays the month and year).

Similarities: \_\_\_\_\_

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Differences: \_\_\_\_\_

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3. Identify several memory cues you will use to remember the overall layout of the Week screen.

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## Calendar Month View

The Calendar Month view is shown in Figure 5-7. Some days have blue triangles or squares in the lower right corner.

- An all-day appointment appears as an outlined square (see Figure 5-7, March 21).
- Morning appointments (beginning before 12:00PM) appear as a blue triangle pointing to the upper left. Afternoon appointments (beginning at or after 12:00PM) appear as a blue triangle pointing to the bottom right (see Figure 5-7 for examples of each).

- A solid blue square indicates that the day has appointments in both the morning and in the afternoon. Saturday, March 28<sup>th</sup> in Figure 5-7 shows an example.

The Calendar Month view is best used to see a summary of available days during the month and whether morning or afternoon times are available on specific days.



Figure 5-7: Calendar Month View

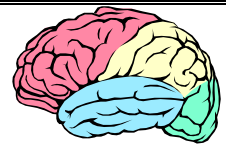


View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Month View**

### Making Cognitive Connections 5-4

- Attention to detail
- Visual organization
- Memory cues
- Critical thinking



Notice key details about the Month view, such as the month and year in the upper left portion of the screen (e.g., March, 09), the word Year in the lower-left portion of the screen, etc.

Carefully review the Month screen displayed in Figure 5-7 and answer the following questions:

1. Identify key components of the Month screen's visual layout (i.e., where items are located on the screen; what's in the center of the screen, etc.).

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2. Identify any similarities and/or differences between the Week view and the Month view (e.g., both the Week view and the Month view have the month and year in the upper left portion of the screen).

Similarities: \_\_\_\_\_

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Differences: \_\_\_\_\_

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3. Identify several memory cues you will use to remember the overall layout of the Month screen.

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4. Given the descriptions provided above related to the blue blocks associated with the Month view, deduce what the meaning of the blue triangle – blue outlined square combination means on March 20<sup>th</sup> in Figure 5-7 above.

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## Calendar Year View

The Calendar Year view shows all twelve months of a year. Specific scheduled appointments do not appear on the yearly calendar. Figure 5-8 shows the yearly calendar for 2009. Notice the current date is highlighted in the Year view (i.e., March 1, 2009).

The Calendar Year view is best used to see or to jump to specific dates in future months and/or years. Tap the desired date within this view to jump to that date.



Figure 5-8: Calendar Year View

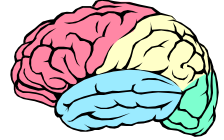


View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Year View**

### Making Cognitive Connections 5-5

- Attention to detail
- Visual organization
- Memory cues



Notice key details about the Year view, such as the year in the upper left portion of the screen (e.g., 2009), the word Agenda in the lower-left portion of the screen, etc.

Carefully review the Year screen displayed in Figure 5-8 and answer the following questions:

1. Identify key components of the Year screen's visual layout (i.e., where items are located on the screen; what's in the center of the screen, etc.).

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2. Identify any similarities and/or differences between the Month view and the Year view (e.g., the Month view has the month and year in the upper left portion of the screen vs. the Year view displays only the year).

Similarities: \_\_\_\_\_

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Differences: \_\_\_\_\_

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3. Identify several memory cues you will use to remember the overall layout of the Year screen.

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## Calendar View Shortcuts

As described above, the Calendar view is changed by tapping the view reference in the lower left corner of the screen. Unfortunately, changing the Calendar view using this method requires you to tap until you get to the desired view. For instance, if you are in Day view and you want to see Agenda view you have to tap through all the other views (i.e., Week, Month, Year).

There is a shortcut that can be used to move directly to the desired view using the Menu option on the lower right side of the screen.

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### To change Calendar views using the Menu option in Windows Mobile 5:

1. **Tap Menu** in the lower right corner of the Calendar screen (see Figure 5-9).
  2. **Tap View** from the pop-up menu options.
  3. **Tap** the desired Calendar screen view from the pop-up list (see Figure 5-10).
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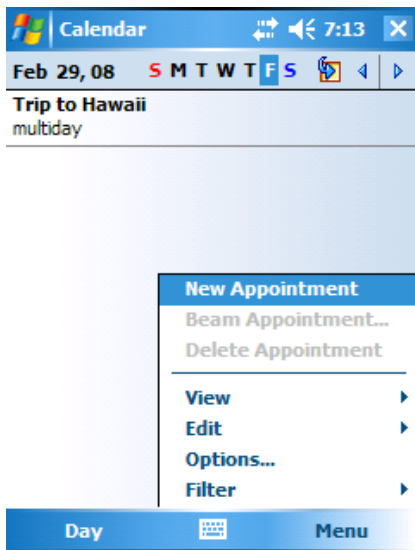


Figure 5-9: WM5 Calendar Program Menu Options

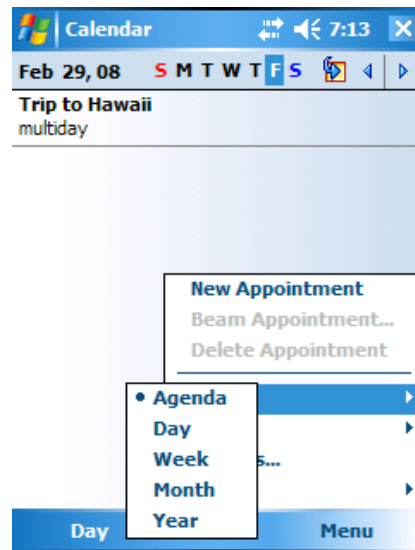


Figure 5-10: WM5 Calendar Program View Options

The same menu shortcut is available in Windows Mobile 6; however, the screens look slightly different as shown in Figures 5-11 and 5-12 below.

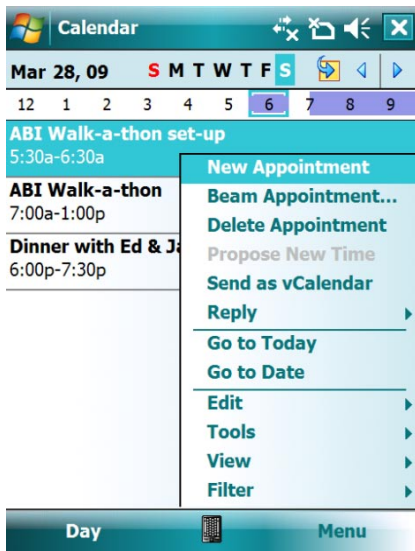


Figure 5-11: WM6 Calendar Program Menu Options

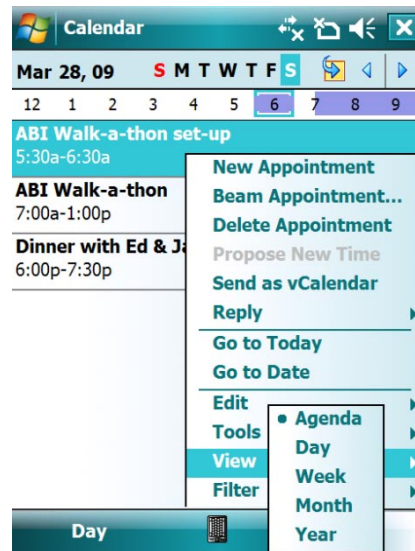


Figure 5-12: WM6 Calendar Program View Options



View the following videos available on the Windows Mobile Essentials training DVD:

- **Calendar View Shortcuts**
- **Calendar Menu Shortcut Options**

### TRY IT NOW!

1. Open the Calendar program. What Calendar view opens?
2. Navigate to the Calendar Day view. Review the layout of the screen in this view.
3. Navigate to the Calendar Week view. Review the layout of the screen in this view.
4. Turn the device off using the On/Off button.
5. Turn the device on again. What Calendar view opens now? Why does that Calendar view open when you turn the device on?
6. Navigate to the Calendar Month view. Review the layout of the screen in this view.
7. Navigate to the Calendar Year view. Review the layout of the screen in this view.

## Agenda and Day View Shortcuts

Besides the shortcut for moving to different Calendar views, there is a different shortcut available to quickly move to a desired date via the Calendar views. Figure 5-13 shows the shortcut available in both Agenda and Day views. To access it, tap the date reference in the upper left corner of the screen (in Figure 5-13, it is March 28, 09). This will open a month pop-up screen that will allow you to quickly navigate to a particular date within the current month or move to a different month by tapping the forward or backward arrows on the month pop-up.

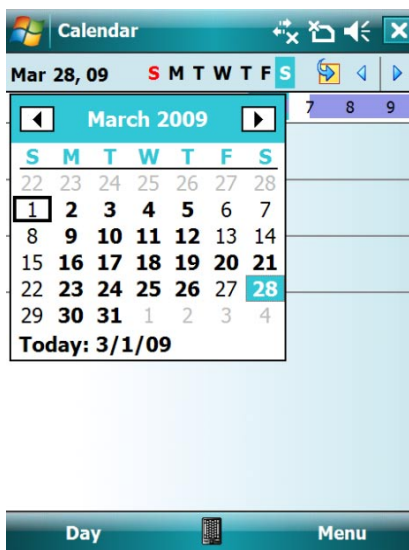


Figure 5-13: Calendar Shortcut from Agenda and Day Views

In addition, tapping the Month and/or year reference in the month-at-a-glance pop-up will reveal additional shortcuts, as shown in Figures 5-14 & 15-15 below.

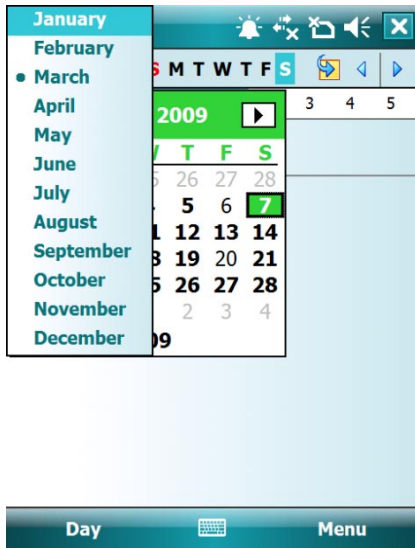


Figure 5-14: Month at a Glance Pop up (Month)

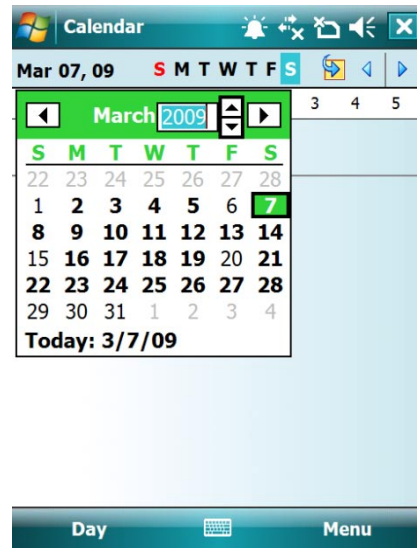


Figure 5-15: Month at a Glance Pop up (Year)



View the following video available on the Windows Mobile Essentials training DVD:

- **Agenda & Day View Shortcuts**

## Week View Shortcuts

The Week view also provides easy access to shortcuts. Figures 5-16 and 5-17 show the two shortcuts available in Week view. The shortcuts can be used to move to a different day within the current month, a different month, or even a different year.

- To access the month shortcut (month-at-a-glance pop up), tap the month in the upper left corner of the screen (in Figure 5-16, it is the “March” in March 2009).
- To access the Year shortcut, tap the year next to the month (in Figure 5-17, it is the “2009” in March 2009).

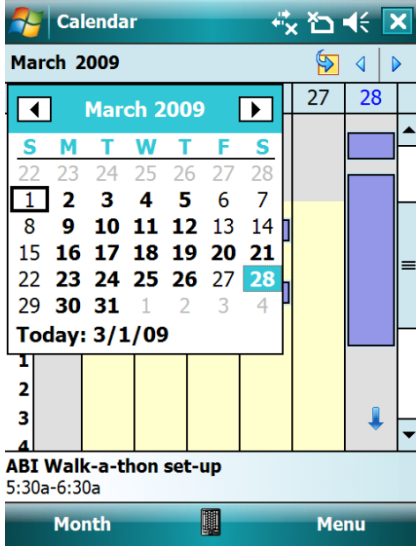


Figure 5-16: Week View Shortcut -- Month

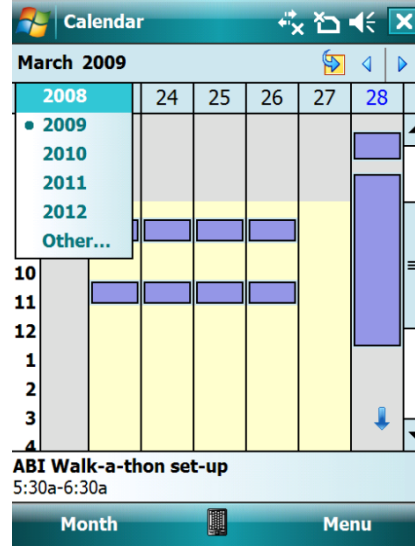


Figure 5-17: Week View Shortcut -- Year



View the following video available on the Windows Mobile Essentials training DVD:

- **Week View Shortcuts**

### Month View Shortcuts

The Month view includes a month and a year shortcut. Figures 5-18 shows the drop-down list of months that appear when the month shortcut is tapped (in Figure 5-18, it is the “March” in March 2009). Figure 5-19 shows the year shortcuts available when the year reference is tapped (in Figure 5-19, it is the “2009” in March 2009).



Figure 5-18: Week View Shortcut -- Month



Figure 5-19: Week View Shortcut -- Year



View the following video available on the Windows Mobile Essentials training DVD:

- **Month View Shortcuts**

## Year View Shortcut

The final shortcut is available in the Year view. Tap the year reference in the upper left corner (in Figure 5-20, it is the 2009) to show the drop-down options for navigating to a different year.



Figure 5-20: Year View Shortcut

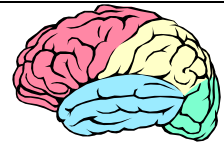


View the following video available on the Windows Mobile Essentials training DVD:

- **Year View Shortcuts**

## Making Cognitive Connections 5-6

- Attention to detail
- Decision-making



You have been exposed to several different ways of navigating the Calendar views at this point. Review and practice the various navigation options presented above.

1. Describe which navigation option(s) work(s) best for you.

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The Current Day icon  is just to the right of the days of the week. Tapping the Current Day icon in the Calendar Day View will open the current day of the week regardless of the date the Calendar is on at the time.

The two arrows next to the Current Date icon will move the calendar forward or backward one week in the Calendar Agenda view, the Calendar Day view, and the Calendar Week view; one month forward or backward in the Calendar Month view; or one year forward or backward in the Calendar Year view.

Tapping the day or date reference at the top of any of the Calendar views will automatically move you to that day or date.



Figure 5-21: Top Section of Calendar Screen

### TRY IT NOW!

1. Open the Calendar program.
2. Switch to the Calendar Year view by either tapping the view reference at the bottom of the screen.
3. Use the arrows to move to the year 2011.
4. Tap the calendar for July 8 to open the Day view.
5. Use the Current Day icon to move back to today's date.



View the following videos available on the Windows Mobile Essentials training DVD:

- **Calendar Screen Top Agenda & Day Views**
- **Calendar Screen Top Week & Month Views**
- **Calendar Screen Top Year View**

## Calendar Screen—Bottom

The Calendar view includes a reference word in the lower left corner of the screen that indicates which Calendar view will appear next when the reference is tapped (see Figure 5-22). For example, tapping the word Day in the lower left corner of the calendar screen will change the calendar view from the Agenda view to the Day view. Tap Menu on the bottom right to access several functions, including adding a new appointment.



Figure 5-22: The Bottom Section of the Calendar Screen



View the following video available on the Windows Mobile Essentials training DVD:

- **Calendar Screen Bottom**

# Calendar View

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## Calendar View Key Characteristics

Transfer the key attributes of each of the Calendar views identified above to the matrix below. The activity above lists the attributes moving down the page, making it difficult to see any connections between or among the Calendar views. Although entering the information again in this matrix is repetitive, the layout of this matrix will make it very easy to compare and contrast the attributes of each Calendar view, thereby providing you with a quick and easy way to see the key attributes.

<b>Agenda</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>	<b>Year</b>
(e.g. summary of appointments for that day)	(e.g., horizontal lines associated with times of day)	(e.g., vertical lines associated with days of the week)	(e.g., month and year identified in upper left portion of screen)	(e.g., year identified in upper left portion of screen)

### Making Cognitive Connections 5-7



This activity uses a basic matrix to help you categorize and organize larger amounts of information on one page. The same type of matrix can be used to organize other types of information (e.g., movies and their associated show times).

# Calendar View Similarities & Differences

## Calendar Agenda View vs. Calendar Day View

Now that you have a clearly presented list of key characteristics in the matrix above, use this compare/contrast diagram to identify the most relevant ways in which the two calendar views listed are alike and different. Again, this may seem repetitive, but you will find that by the end of these Making Cognitive Connection exercises you will have a very good understanding and memory of the various Calendar screens.

Calendar Agenda View	VS.	Calendar Day View
How are the Calendar Agenda and Day Views Alike?		
How are the Calendar Agenda and Day Views Different?		

### Making Cognitive Connections 5-8




This activity uses a basic compare and contrast diagram to help you better “see” and remember the differences between two items or categories. Compare/Contrast diagrams can be used to identify similarities and differences in various day-to-day tasks such as comparing two types of toothpaste or two restaurants.

# Calendar View Similarities & Differences

## Calendar Agenda View vs. Calendar Week View

Now that you have a clearly presented list of key characteristics in the matrix above, use this compare/contrast diagram to identify the most relevant ways in which the two calendar views listed are alike and different.

Calendar Agenda View	VS.	Calendar Week View
How are the Calendar Agenda and Week Views Alike?		
How are the Calendar Agenda and Week Views Different?		

**Making Cognitive Connections 5-9**  This activity uses a basic compare and contrast diagram to help you better “see” and remember the differences between two items or categories. Compare/Contrast diagrams can be used to identify similarities and differences in various day-to-day tasks such as comparing two types of toothpaste or two restaurants.

# Calendar View Similarities & Differences

## Calendar Day View vs. Calendar Month View

Now that you have a clearly presented list of key characteristics in the matrix above, use this compare/contrast diagram to identify the most relevant ways in which the two calendar views listed are alike and different.

Calendar Day View	VS.	Calendar Month View
How are the Calendar Day and Month Views Alike?		
How are the Calendar Day and Month Views Different?		

### Making Cognitive Connections 5-10



This activity uses a basic compare and contrast diagram to help you better “see” and remember the differences between two items or categories. Compare/Contrast diagrams can be used to identify similarities and differences in various day-to-day tasks such as comparing two types of toothpaste or two restaurants.

# Calendar View Similarities & Differences

## Calendar Week View vs. Calendar Year View

Now that you have a clearly presented list of key characteristics in the matrix above, use this compare/contrast diagram to identify the most relevant ways in which the two calendar views listed are alike and different.

Calendar Week View	VS.	Calendar Year View
How are the Calendar Week and Year Views Alike?		
How are the Calendar Week and Year Views Different?		

### Making Cognitive Connections 5-11




This activity uses a basic compare and contrast diagram to help you better “see” and remember the differences between two items or categories. Compare/Contrast diagrams can be used to identify similarities and differences in various day-to-day tasks such as comparing two types of toothpaste or two restaurants.

# Compare/Contrast Diagram

## Generic Compare/Contrast Diagram

Use this generic compare/contrast diagram to identify how two things are alike and/or different. This diagram can be used to further help you “see” similarities and differences in additional Calendar views or it can be use to compare and contrast two other items relevant to your personal life.

_____ <b>vs.</b> _____
How are _____ and _____ alike?
How are _____ and _____ Different?

**Making Cognitive Connections 5-12**  This activity uses a basic compare and contrast diagram to help you better “see” and remember the differences between two items or categories. Compare/Contrast diagrams can be used to identify similarities and differences in various day-to-day tasks such as comparing two types of toothpaste or two restaurants.

