

Number of methodological Tool	EUPANEXT_LO_026_M_029
Work Area Code and Title	WA7 BUSINESS TRAVEL, DIARY SYSTEMS, MEETING ORGANISATION AND EVENT MANAGEMENT
Unit Code and Title	2.15 Use diary systems for routine business purposes
Learning Outcome Number and Title	LO026: Demonstrate the ability to operate an electronic diary for business purposes to meet the needs of workgroups and customers
Title of methodological tool	Using MS Outlook and a mobile phone calendar
Objective of the methodological tool	After the completion of this simulation the participants will be in a position to: 1. Understand how to set up new diary entries in Outlook as well as in their mobile phones.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written Exercise <input type="checkbox"/> Video Analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role Play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	The participants are given a page of a paper-based diary and are requested to enter the information in Microsoft Outlook, as well as in their mobile phones.
Exercise is accompanied by	EUPANEXT_LO_026_M_029_Att1
Exercise solution	The electronic calendar entries should be the same as the ones on the paper-based one provided.
Other comments to the trainer	The important thing to note is whether the participants are able to use electronic calendars, that they have inputted all the information correctly and that they can actually use different types of electronic calendars.