

Microsoft® Office Outlook® 2007: Level 1

Course length: 1.0 day

Course Description

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Course Objective: You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Target Student: This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

Prerequisites: The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Objectives

Upon successful completion of this course, students will be able to:

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- compose messages.
- use folders to organize messages.
- manage contacts and contact information.
- schedule appointments.
- schedule meetings.
- manage tasks and notes.

Course Content

Lesson 1: Getting Started with Outlook

- Topic 1A: Explore the Outlook Interface
- Topic 1B: Send a Simple Message
- Topic 1C: Read Messages
- Topic 1D: Reply to and Forward a Message
- Topic 1E: Print a Message
- Topic 1F: Delete a Message

Lesson 2: Composing Messages

- Topic 2A: Address a Message
- Topic 2B: Format a Message
- Topic 2C: Check Spelling and Grammar
- Topic 2D: Attach a File

Lesson 3: Organizing Messages

- Topic 3A: Open and Save an Attachment
- Topic 3B: Flag a Message
- Topic 3C: Organize Content with Folders

Lesson 4: Managing Contacts

- Topic 4A: Add a Contact
- Topic 4B: Sort and Find Contacts
- Topic 4C: Find the Geographical Location of a Contact
- Topic 4D: Manage Contacts

Lesson 5: Scheduling Appointments

- Topic 5A: Explore the Outlook Calendar
- Topic 5B: Schedule an Appointment
- Topic 5C: Assign Categories and Edit Appointments

Lesson 6: Scheduling Meetings

- Topic 6A: Schedule a Meeting
- Topic 6B: Reply to a Meeting Request
- Topic 6C: Propose a New Meeting Time
- Topic 6D: Manage Meetings
- Topic 6E: Print the Calendar

Lesson 7: Managing Tasks and Notes

- Topic 7A: Create a Task
- Topic 7B: Edit and Update a Task
- Topic 7C: Create a Note
- Topic 7D: Edit a Note
- Topic 7E: Display a Note on the Desktop