

Course Outline

- Course Objective:** 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.
- 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.

Course Content

1. Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Read Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

2. Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

3. Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

4. Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

5. Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

6. Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

7. Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop